



# EDUCATION CONSULTATIVE FORUM

**THURSDAY 13 SEPTEMBER 2007  
7.30 PM**

**COMMITTEE AGENDA (ADVISORY AND CONSULTATIVE)**

**COMMITTEE ROOMS 1&2  
HARROW CIVIC CENTRE**

**PRE-MEETINGS: HTCC 6.45 PM - COMMITTEE ROOM 6, GOVERNORS 6.45 PM -  
COMMITTEE ROOM 3, MEMBERS 7.00 PM - COMMITTEE ROOMS 1/2**

**MEMBERSHIP (Quorum 3 representatives of each side)**

**Chairman: Councillor Miss Christine Bednell**

**Councillors:**

**Mrs Camilla Bath  
Manji Kara  
Janet Mote**

**B E Gate  
Raj Ray  
Bill Stephenson**

1. Julia Merison  
2. Mrs Vina Mithani  
3. Jean Lammiman  
4. Salim Miah

1. Keeki Thammaiah  
2. Nizam Ismail  
3. David Perry

**Teachers' Constituency:** (nominated by Harrow Teachers' Consultative Committee)

**Mrs D Cawthorne  
Ms C Gembala**

**Mr A Jones  
Ms J Lang**

**Ms L Money  
Ms L Snowdon**

**Governors' Constituency:** (nominated by Association of Harrow Governing Bodies)

**Ms H Henshaw  
Mrs C Millard (VC)**

**Mr N Rands  
Ms H Solanki**

**(Vacancy)  
(Vacancy)**

**Elected Parent Governors:**

1. Mr R Chauhan

2. Mrs D Speel

**Denominational Representatives:**

1. Mrs J Rammelt

2. Reverend P Reece

**Issued by the Democratic Services Section,  
Legal and Governance Services Department**

**Contact: Frouke de Vries, Democratic Services Officer  
Tel: 020 8424 1785 E-mail: frouke.devries@harrow.gov.uk**

**HARROW COUNCIL**

**EDUCATION CONSULTATIVE FORUM**

**THURSDAY 13 SEPTEMBER 2007**

**AGENDA - PART I**

1. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. **Apologies for Absence:**

To receive apologies for absence (if any).

3. **Declarations of Interest:**

To receive declarations of:

- (a) personal or prejudicial interests, and
- (b) gifts or hospitality with an estimated value of at least £25.00 received within the last 3 years of the date of this meeting,

arising from business to be transacted at this meeting, from:

- (i) all Members of the Committee, Sub Committee, Panel or Forum;
- (ii) all other Members present in any part of the room or chamber.

4. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972.

Enc. 5. **Minutes:** (Pages 1 - 4)

That the minutes of the meeting held on 2 July 2007 be taken as read and signed as a correct record.

6. **Matters Arising:**  
To consider any matters arising from the last meeting.
7. **Public Questions:**  
To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).
8. **Petitions:**  
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).
9. **Deputations:**  
To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
- Enc. 10. **School Term Dates 2009-2010:** (To Follow)  
Report of the Director of Schools and Children's Development.
- Enc. 11. **Determination of Proposals to Establish the Harrow Sixth Form Collegiate:** (Pages 5 - 32)  
Report of the Director of Schools and Children's Development.
- Enc. 12. **Strategic Approach to School Organisation:** (Pages 33 - 36)  
Report of the Corporate Director of Children's Services.
13. **Date of Next Meeting:**  
To note that the next meeting of the Forum is due to be held on 29 January 2008.

**AGENDA - PART II - NIL**

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**EDUCATION CONSULTATIVE FORUM**

**2 JULY 2007**

Chairman:	* Councillor Miss Christine Bednell	
Councillors:	* Mrs Camilla Bath * B E Gate * Manji Kara	* Janet Mote * Raj Ray * Bill Stephenson
Teachers' Constituency:	* Mrs D Cawthorne * Ms C Gembala † Mr A Jones	* Ms J Lang * Ms L Money * Ms L Snowdon
Governors' Constituency:	† Ms H Henshaw * Mrs C Millard	Mr N Rands Ms H Solanki
Elected Parent Governor Representatives:	* Mr R Chauhan	* Mrs D Speel
Denominational Representatives:	* Mrs J Rammelt	Reverend P Reece

\* Denotes Member present  
† Denotes apologies received

**PART I - RECOMMENDATIONS**

**RECOMMENDATION 1 - Performance Management Policy for Unattached Teachers**

The Forum considered a report of the Corporate Director of Children's Services, which set out a performance management policy for teachers employed by the Council but with no attachment to a specific school. The report recommended the adoption of the policy subject to amendments made by the Education Consultative Forum.

A member stated that when setting objectives, the interests and aspirations of teachers ought to be reflected. She explained that two objectives were sufficient for a reviewee and was concerned that too many objectives would not be productive when assessing performance. An officer responded that an amendment would not be necessary as the policy stated that the maximum number of objectives would be three.

The same member suggested that under normal circumstances, a line manager would be expected to undertake a maximum of three reviews. An officer responded that a level of flexibility would be required to ensure that every teacher was appointed a fully trained reviewer. The member suggested that the policy should state precisely how many days' notice a teacher would receive before a classroom observation. An officer explained that there were two types of observations - the first, being three hour slots that would be arranged at the beginning of the cycle, as well as the statutory deadline for drop-ins.

Following a minor amendment, it was

**Resolved to RECOMMEND:** (to the Portfolio Holder for Children's Services)

That the draft Performance Management Policy for Unattached Teachers be adopted as the Local Authority's policy, subject to the following additional text to section 5.2 of the policy - 'Objective setting': "Performance management works if the reviewee feels empowered and supported. Attempts at enforcing objectives seldom work and are more likely to lead to the needs of the reviewee not being met".

**PART II - MINUTES**

39. **Appointment of Chairman:**

**RESOLVED:** To note the appointment at the Cabinet meeting on 15 May 2007 of Councillor Miss Christine Bednell as Chairman of the Forum for the Municipal Year 2007/2008.

40. **Attendance by Reserve Members:**

**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.

41. **Apologies for Absence:**

**RESOLVED:** To note that apologies for absence had been received from Ms H Henshaw and Mr A Jones.

42. **Declarations of Interest:**

**RESOLVED:** To note (1) the personal interests previously declared by members of the Forum, in relation to their governorships of schools, as set out in the minutes of the Education Consultative Forum held on 15 July 2004 (Minute 110);

(2) that the following additional personal interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor B E Gate	Governor of Hill View Centre
Mr H Chauhan	Governor of Hatch End High School
Mrs D Speel	Governor of Cannon Lane Middle School

(3) that Councillor B E Gate also declared a personal interest in relation to item 15 – JAR Action Planning Update - in that his wife worked for a Primary Care Trust. He would remain in the room whilst the matter was considered and voted upon.

43. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

44. **Appointment of Vice-Chairman:**

**RESOLVED:** To appoint Ms Christine Millard as Vice-Chairman of the Forum for the Municipal Year 2007/2008.

45. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 30 January 2007 be taken as read and signed as a correct record.

46. **Matters Arising:**

With regard to the Draft Budget for Consultation (Minute 37), it was

**RESOLVED:** That a budget update be presented to the next meeting, to inform members about the progress made with regard to children's services and its impact on schools.

47. **Public Questions:**

**RESOLVED:** To note that no public questions were put at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

48. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

49. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

50. **Park High School, Thistlecroft Gardens, Stanmore: Reference from the Development Management Committee Meeting held on 29 March 2007:**

The Forum received a reference from the Development Management Committee meeting held on 29 March 2007, which drew its attention to a petition that had been received in relation to a planning application expressing concerns about pupil behaviour outside Park High School. Although the members appreciated the nature of the petition, they agreed that it would be beyond the remit of the Forum to raise this issue with the school's governing body.

**RESOLVED:** That the reference be noted.

51. **Performance Management Policy for Unattached Teachers:**  
(See Recommendation 1)

52. **Learning Difficulty and Disability (LDD) Strategy:**

The Forum received a report of the Corporate Director of Children's Services regarding the purpose and remit of the newly formed Learning Difficulty and Disability Strategy. An officer advised that the Strategy would be continuously refreshed.

Members of the Forum expressed their appreciation of the new Strategy and emphasised that many children would benefit from support and funding. Members were also grateful that there was co-operation between Partners, including the Primary Care Trust. In addition members welcomed the North West London Partnership. An officer stated that the Strategy would ensure best value for money, which would in return allow for further resources to be used within Harrow.

In response to questions from a Member, an officer stated that the Council held up to date records of children who had a statement of special educational needs. However, it did not have annual census data for children with low-level Autistic Spectrum Disorders.

Some members expressed concern that abbreviations had not been clarified in the report. An officer suggested that a glossary be attached with the minutes for the meeting.

**RESOLVED:** That (1) the report be noted;

(2) the glossary be circulated with the agenda for the next meeting.

53. **JAR Action Planning Update:**

The Forum received a report of the Corporate Director of Children's Services, which evaluated progress made within the Children and Young People's Plan and the actions in response to the Joint Area Review. Members of the Forum pointed out misprints in the report and the officer was asked to make the necessary amendments.

A member expressed concern about the potential harm of sex education to young children. In response, another member stated that parents and governors were regularly consulted on the content of sex education, and that it was important to listen to young people's views on how sex education ought to be delivered.

**RESOLVED:** That the report be noted.

54. **Date of Next Meeting:**

**RESOLVED:** To note that the next meeting of the Forum would be held on 13 September 2007.

(Note: The meeting having commenced at 7.40 pm, closed at 8.54 pm)

(Signed) COUNCILLOR CHRISTINE BEDNELL  
Chairman

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Meeting:	Education Consultative Forum
Date:	13 September 2007
Subject:	Harrow Sixth Form Collegiate
Responsible Officer:	Heather Clements, Director of Schools and Children's Development
Portfolio Holder:	Councillor Christine Bednell Schools and Children's Development
Exempt:	No
Enclosures:	Annexe A – Update Annexe B – Summary of capital allocation Annexe C – Summary of consultations Annexe D – Decision Makers Guidance

## **SECTION 1 – SUMMARY AND RECOMMENDATIONS**

Harrow has been allocated £24.8million from the Learning and Skills Council for capital build on high school sites to establish the Harrow Sixth Form Collegiate. This report informs the Education Consultative Forum of the planned distribution of spend at the high schools, and the process for determination of the statutory proposals.

### **RECOMMENDATIONS:**

The Education Consultative Forum is requested to:

- consider the contents of this report
- recommend that Cabinet agree the statutory proposals to make prescribed alterations to community high schools and Salvatorian College and Sacred Heart Language College by changing the age range of the schools up to 18 years by the addition of sixth forms from 1 September 2008.

## **SECTION 2 - REPORT**

1. On 29 March 2007, the National Capital Committee of the Learning and Skills Council (LSC) allocated £24,785,634 for capital build on high school sites to establish the Harrow Sixth Form Collegiate. This capital allocation is based on places for 1,000 additional post-16 learners being created across all Harrow's high schools. An update on the background to this bid and a note about collegiate provision is attached as Annexe A.

### **Distribution of spend at the high schools**

2. A summary of the capital allocation to the high schools is attached as Annexe B. The number of places at each high school was agreed collectively by the headteachers when preparing Harrow's bid. The local authority calculated the capital investment figures for each school using the LSC guidance. The method is transparent and is based on sixth form accommodation needs and the number of Year 12 and Year 13 places in each school. The special schools are not eligible for capital investment through this particular funding stream.
3. The allocation is considerably higher than the original bid last year. An uplift of 10% has been granted by the LSC, and money for 2007-2008 for temporary accommodation. Additional vocational provision is funded for two schools, and the element for Information Technology has been increased.

### **Determination of the statutory proposals**

4. School Organisation Committees have been abolished from 25 May 2007 under changes introduced by the Education & Inspections Act 2006. New arrangements have been introduced for local authorities to decide all statutory proposals (other than new school competition proposals where the local authority puts forward proposals). Cabinet has the constitutional authority to be the decision maker under the new arrangements introduced by the Education & Inspections Act 2006.
5. Under regulations the decision maker cannot determine proposals unless it is satisfied that the necessary capital funding is available in order to implement the proposals. The decision of the National Capital Committee of the Learning and Skills Council means that Harrow's statutory proposals can now be determined.
6. In February 2006 a consultation occurred prior to the publishing of statutory notices to make prescribed alterations to high schools by changing the age range of the schools up to 18 years by the addition of sixth forms. This consultation occurred between 10 February and 24 February 2006 because of the LSC requirement for the statutory notices to be published by the end of February 2006.
7. The comments received from this consultation were reported to the Portfolio Holder for Education and Lifelong Learning, who was authorised by Cabinet to consider comments received during the consultation and to determine whether to publish statutory notices. On 27 February 2006, the portfolio holder decided to publish statutory notices.

8. Statutory notices were published on 28 February 2006. Harrow Council published statutory notices for the following eight community high schools: Bentley Wood; Canons; Harrow; Hatch End; Nower Hill; Park; Rooks Heath; and Whitmore. The governing bodies of Salvatorian College and of The Sacred Heart Language College published statutory notices on the same date and using the same form of wording. A six week representation period, up to 11 April 2006, followed the publishing of these notices during which any person may object to or make comments on the proposals by sending in their representations.
9. One objection was received by the Clerk to the School Organisation Committee during the representation period and was registered as a formal objection to the statutory notice published by the governing body of Salvatorian College.
10. Between 21 February 2006 and 16 August 2007, Harrow Council received sixteen written communications about the proposals. A full list of these is included in Annexe C. Seven express support or no objection. Eight express reservation or objection. One requests further information.
11. On 25 June 2007, a letter was sent to interested parties. This letter advised interested parties it was planned that Harrow Cabinet will be asked to determine the statutory proposals at its meeting on 20 September 2007. The letter also stated that the planned date of implementation will be from 1 September 2008 (rather than 1 September 2007 as stated on the statutory notices). Recipients were advised that any comments at this stage should be sent by Friday 3 August 2007, and would be summarised in an annexe to the Cabinet report. The comments received are included in Annexe C.
12. The date for Cabinet to determine the statutory proposals has been changed to 20 September 2007 to enable the Education Consultative Committee to consider the proposals and state a recommendation.

**Response to the written communications received by Harrow Council**

13. Harrow Council received no formal objection during the six week representation period following the publication of its statutory notices. However, various written comments were received during the consultations on Harrow's proposals. All of these will be reported to Cabinet and are being reported to this forum.
14. Annexe C summarises the consultation that has occurred, lists all the written communications received and provides an officer response to the issues raised by those who have written to Harrow Council.
15. The governing body of Salvatorian College will respond to Cabinet about the formal objection to its notice. In May 2006, the Headteacher met and corresponded with the residents who stated their objection, and he gave assurances that he believes address their concerns. On 24 May 2007, the Headteacher of Salvatorian College wrote again to the authors advising them it was planned that Harrow Cabinet will decide about the statutory notice.

The Headteacher repeated his assurances in relation to the concerns the residents had raised, which he hoped addressed their concerns sufficiently, and offered to meet with them again to share information about the proposed Sixth Form and answer any questions they might have. On 25 June 2007 Salvatorian College received a telephone call from one of the signatories speaking on behalf of the residents confirming that their concerns had been fully addressed.

**Decision Makers Guidance**

- 16. Decision Makers are required to have regard to guidance issued by the Secretary of State when they take a decision on proposals. Cabinet will need to consider the Harrow Sixth Form Collegiate proposals in relation to the factors in this guidance.
- 17. Annexe D sets out the relevant extracts from the Decision Makers Guidance, together with evidence to illustrate how the Harrow Sixth Form Collegiate proposals meet the factors Cabinet must have regard to in reaching a decision.
- 18. It is considered that the Harrow Sixth Form Collegiate proposals meet the requirements of the Decision Makers Guidance, and it is proposed that Cabinet agree the statutory proposals to make prescribed alterations to community high schools and Salvatorian College and Sacred Heart Language College by changing the age range of the schools up to 18 years by the addition of sixth forms from 1 September 2008.

**SECTION 3 - STATUTORY OFFICER CLEARANCE**

Chief Finance Officer	<input checked="" type="checkbox"/>	Name: Bharat Jashapara
		Date: 3 August 2007
Monitoring Officer	<input checked="" type="checkbox"/>	Name: Helen White
		Date: 30 July 2007

**SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS**

**Contact:** Chris Melly, Senior Professional,  
Project Management & Policy Team, People First  
020 8420 9270

**Background Papers:**

Decision Makers Guidance for Expanding a Maintained Mainstream School or Adding a Sixth Form – A guide for Local Authorities and Governing Bodies. Published by DfES School Organisation Unit on 5 June 2007.

[http://www.dfes.gov.uk/schoolorg/data/guidance\\_Documents/ExpansionGuide%20ODM%20ONLY%202007-05-24.doc](http://www.dfes.gov.uk/schoolorg/data/guidance_Documents/ExpansionGuide%20ODM%20ONLY%202007-05-24.doc)

Written communications about the statutory proposals received by Harrow Council between 21 February 2006 and 16 August 2007.

Prescribed Information for each school.

Harrow Sixth Form Collegiate - report to Education Consultative Forum dated 3 July 2006.

Harrow Sixth Form Collegiate - report to Education Consultative Forum dated 31 January 2006.

Harrow 14-19 Strategy - report to Education Consultative Forum dated 31 January 2006.

Any person wishing to inspect the background papers should telephone 020 8420 9270

**IF APPROPRIATE, does the report include the following considerations?**

1.	Consultation	YES
2.	Corporate Priorities	N/A
3.	Manifesto Pledge Reference Number	N/A

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## **Annexe A – Update**

### **Background**

1. Harrow partners plan to establish a borough-wide Harrow Sixth Form Collegiate involving all Harrow's high schools and colleges in collaborative arrangements to make a comprehensive post-16 curriculum offer to all Harrow's learners. A key aim of the borough-wide collegiate is to achieve 100% of 16-18 year olds participating in education and training by 2010.
2. With all party agreement, a bid was submitted to the London West Learning and Skills Council (LWLSC) on 31 January 2006 for capital funding to enable post-16 capital development on high school sites. Following feedback from LWLSC, the bid was revised and on 24 April 2006 the LWLSC Council agreed to support the educational case for the London Borough of Harrow Collegiate and recommended the proposal to the National Capital Committee for capital funding approval to a maximum sum of £17.1 million.
3. In May 2006 both the National Capital Committee and the London Regional Board of the LSC raised serious concerns about the proposal, including the potential to create ten new sixth forms, and the impact of the smaller size on curriculum offer and quality, the ability to meet the needs of the Not in Education, Employment or Training (NEET) group, the relative priority of Harrow in the wider London context and the strength of the governance arrangements. In order to address these concerns, the LSC funded an independent consultancy to: review the proposal; assess the strengths of the proposal against other delivery options; recommend the best model for the delivery of a 14-19 curriculum offer in Harrow.
4. The LSC consultants reported in January 2007 and were very positive in their support for the Collegiate model. They considered Harrow's 14-19 Collegiate model to be at the forefront of national developments and to have the potential to be exemplary as it addresses many aspects of the Government's 14-19 implementation plan. They made recommendations to address the LSC concerns, and recommended that the requested capital programme be funded as a matter of urgency.
5. Decision by the LSC National Capital Committee was deferred from 27 February 2007 to allow time for Harrow's bid to be revised to accommodate additional specialisms at Canons and Hatch End schools which have been recognised by the Government as high performing specialist schools and awarded vocational specialisms. On 29 March 2007, the LSC National Capital Committee agreed Harrow's bid and allocated £24.8million for the capital build on high school sites.

### **Collegiate provision**

6. While Harrow's bid was being prepared and awaiting decision, initiatives have proceeded through consortia to develop opportunities for post-16 studies to Harrow's learners.
7. Central Consortium, involving six community high schools working in collaboration with Harrow College, enrolled some 440 students for AS level studies in September 2006. A further intake of students is planned for September 2007, for AS and A2 studies. Chandos Consortium, involving two community high schools working in collaboration with Stanmore College, plans to enrol students for AS level studies in September 2007. The Roman Catholic high schools and the special high schools are developing collaborative arrangements with colleges and plan to establish additional faith-based vocational provision.
8. Many of the collaborative arrangements developed locally are likely to continue within the borough-wide collegiate after it is established in September 2008.

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## Summary of Capital Investment for the Collegiate - April 2007

School	Canons	Park	Bentley Wood	Harrow	Rooks Heath	Nower Hill	Hatch End	Whitmore	Salvatorian and Sacred Heart	Skills Centre	Total
No.of Places	82	137	82	82	110	137	137	110	100	23	1000
Capital Investment from LSC	£1,500.604	£3,053.247	£1,631.711	£1,509.530	£2,061.708	£3,011.360	£2,824.932	£2,486.882	£1,366.886	N/A	£19,446.860
Additional Vocational Provision Allocation	£1,632.784						£1,334.343				£2,967.127
Temporary mobile Accommodation 2006-07											Nil
Temporary mobile Accommodation 2007-08											£1,051.647
Information Technology (across all schools)											£1,320.000
Capital Investment allocated by the LSC (inclusive of building costs and Information Technology)											£24,785.634

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## Annexe C – Summary of consultations

### Consultations

1. In recent years there has been extensive debate and consultation among key stakeholders in Harrow about developing post-16 provision in Harrow's high schools. There is broad agreement to the vision and plans that have been developed, and strong support has been forthcoming from the London West Learning and Skills Council and from the government at ministerial level.
2. The School Organisation Debate in 2003 confirmed a consensus view amongst stakeholders to increase post-16 opportunities in Harrow. Since then, representations have been made to the Department for Education and Skills for the necessary capital to develop provision. A 14-19 Stakeholder Survey was undertaken in 2004. Harrow partners have collaborated to develop a strategic vision, and a number of initiatives have contributed to the development of the Harrow Sixth Form Collegiate proposals.
3. The Harrow 14-19 Strategy was developed with the full involvement of all the key partners, and was approved by them in early 2006. Harrow's bid was scrutinised by a stakeholder panel that endorsed the educational case.
4. In February 2006 a consultation occurred prior to the publishing of statutory notices. This consultation occurred between 10 February and 24 February 2006 because of the LSC requirement for the statutory notices to be published by the end of February 2006.
5. On 10 February a consultation document was mailed to all interested parties, including: all Harrow schools and schools in adjoining areas that may be affected by the proposals; neighbouring Local Education Authorities; school communities, including parents and teachers, via the letters to schools; appropriate diocesan authorities; local Learning and Skills Councils; and a wide range of other interested parties. The cover letter informed recipients that there would be a further opportunity to comment formally, once the Statutory Notices were published as planned on 28 February 2006, for six weeks until 11 April 2006.
6. On 28 February 2006 a letter was sent to all interested parties enclosing a copy of the statutory notice. The letter stated that the statutory notices are published for six weeks and any representations must be sent to Harrow Council by 11 April 2006. The interested parties sent the letter included: all Harrow Schools; neighbouring Local Education Authorities, with the request that the letter be forwarded to any schools in their area that they considered may be affected by the proposals; appropriate diocesan authorities; local Learning and Skills Councils; colleges in Harrow and neighbouring areas; and other local organisations.
7. On 25 June 2007, a letter was sent to interested parties. This letter advised interested parties it was planned that Harrow Cabinet will be asked to determine the statutory proposals at its meeting on 20 September 2007. The letter also stated that the planned date of implementation will be from 1 September 2008 (rather than 1 September 2007 as stated on the statutory notices). Recipients were advised that any comments at this stage could be sent by Friday 3 August 2007, and would be summarised in an annexe to the Cabinet report.

**List of written comments received**

8. Letter dated 21 February 2006 to the Director of Strategic Services from the Chair of the Governing Body of Nower Hill High School, expressing the support of the Governing Body for the establishment of the Collegiate and the change of age range for the High Schools to 12-18.
9. Letter dated 21 February 2006 to the Director of Strategic Services from the Headteacher of Nower Hill High School, expressing the full support of the Nower Hill High community for the development of the Collegiate and the publication of statutory notices.
10. Letter dated 22 February 2006 to the Director of Strategic Services from the Headteacher and Chair of Governors of Haydon School stating that the consultation is being conducted to an unreasonably short timescale and that comment is therefore cursory in nature. Comment was made that: the paper consults on proposals for September 2007 whilst referring to Central Consortium being established for 2006; a picture is painted of the introduction of a large number of very small sixth forms with students being required to travel between sites in order to access a broad and balanced curriculum; the new provision is likely to be AS/A2 rather than the type needed to address Level 1-2 students that would reduce the numbers not in education, employment or training.
11. Letter dated 23 February 2006 to the Director of Strategic Services from the Headteacher of Bishop Ramsey Church of England School stating the Governing Body is minded to raise its objection to the proposal. The reasons stated for the objection were: in their view there is already ample provision of Level 3 courses in the local area; the level of 16-18 participation amongst Harrow students is already the highest in the London West area at 85%; it would be a misuse of public funds to invest in Harrow which would add to a provision which is already sufficient.
12. Email dated 1 March 2006 to the Director of Strategic Services from the Acting Services to Schools Director, London Borough of Ealing, commenting that it would have been helpful to have had much earlier notice of this proposal and requesting information about a number of points. A letter was sent on 7 March 2006 responding to the points raised in the email.
13. Letter dated 12 March 2006 from some Athelstone Road residents to the Clerk to the Harrow School Organisation Committee expressing concerns about the impact on local residents of extending current provision at Salvatorian College to include a sixth form. Concerns stated included: limited parking during the day; increased traffic and congestion; litter and noise in the street; impact on the security of residents. This letter was sent in response to the statutory notice displayed by the Society of the Divine Saviour on the gates of Salvatorian College. The letter was acknowledged to the authors by Democratic Services on 31 March 2006, stating the letter will be treated as a formal objection to the statutory notice and a copy was forwarded to the school to formally respond in advance of the meeting.

The Headteacher of Salvatorian College wrote to the authors on 2 May 2006 to reassure them that the plans did not encompass provision for Sixth Formers on site at the College, and offered to meet with them. A meeting was held on 19 May 2006, the outcome of which was confirmed by a resident in a letter dated 22 May 2006 to the Headteacher

On 24 May 2007, the Headteacher of Salvatorian College wrote to the authors advising them it was planned that Harrow Cabinet will decide about the statutory notice at its meeting on 21 June 2007. The letter sought to clarify with the authors at this point whether they wish

their objection to remain registered, or whether they wish to withdraw their objection. The Headteacher repeated his assurances in relation to the concerns the residents had raised, which he hoped addressed their concerns sufficiently, and offered to meet with them again to share information about the proposed Sixth Form and answer any questions they might have. On 25 June 2007 Salvatorian College received a telephone call from one of the signatories speaking on behalf of the residents confirming that their concerns had been fully addressed.

14. Letter dated 16 March 2006 to the Director of Strategic Services from Rachel Davies, Principal of Uxbridge College, stating no objection to the proposal and asking for comments in the letter to be considered. Rachel Davies did not believe the expansion in Harrow will have any dramatic impact on Uxbridge College provision, because their aim is to reduce the figure of 16-18 year olds in Hillingdon not participating in education. Points raised covered: choices; economies of scale; information and guidance; appropriate provision; the demand of vocational courses; collegiality. The Director of Strategic Services replied on 5 April 2006 acknowledging the letter and responding to the points raised.
15. Email dated 28 March 2006 from Kate Williams, Chair of Hatch End High School Governing Body, stating that governors will obviously be in favour of the proposals going ahead, and raising points about the involvement of governors in the governance of the collegiate and in the planning. Acknowledged by the Director of Strategic Services on 28 March 2006.
16. Letter dated 6 April 2006 to the Director of Strategic Services (received on 27 April 2006) from Hillingdon Association of Secondary Heads (HASH). The letter was written in response to the letter from the Director of Strategic Services dated 10 February 2006 which supplied a consultation paper. HASH would support an initiative which genuinely opens up the range of courses that are available to learners, and especially where this is focussed on level 1 and two provision. However, HASH states it is not supportive of provision which allows Harrow secondary schools to offer the usual 'A' level subjects which can be found on the curriculum of most school 6<sup>th</sup> forms because there is no shortage of supply of such places in the London West LSC area already. Information was requested about how the 1000 new places will be constituted. Concern was expressed about the potential destabilising of other providers who have incurred the expenditure necessary to establish and maintain a sufficient provision to cater for students resident in Harrow, and the lack of acknowledgement of this in the proposals. HASH considers the number of 16-19 year old young people that fall into the NEET category is overplayed, and that it is not necessary to set up a collegiate in order to target this aspect of the problem. HASH considers wasteful duplication of 'A' level provision is likely to be re-introduced into the system at the very time when 14-19 national policy suggests that we should be moving in the other direction. HASH is totally opposed to an expansion of places in traditional 'A' level subjects, which it considers is not a priority. HASH concludes by stating it welcomes some aspects of the proposed collegiate, whilst being very firmly opposed to others.

The cover letter dated 27 April 2006 requested the letter be recorded as their final rejection letter. The Director of Strategic Services replied on 9 May 2006 and stated he would seek advice on this point about the letter being recorded as their final rejection letter. It was decided that all comments received, including this letter, should be reported to the Decision Maker.

17. Letter dated 7 April 2006 to the Director of Strategic Services from Elizabeth Rushton, Principal of West Herts College, welcoming the broadening of choice and entitlement for young people in the Harrow area. Elizabeth Rushton expressed concern that young people and their parents continue to receive appropriate information regarding the full range of options available to them at the end of Year 11. The Director of Strategic Services replied on 12 April 2006 acknowledging the letter and responding to the points raised. Elizabeth Rushton responded on 20 April 2006 thanking the Director of Strategic Services for his considered response, which is very much appreciated.
18. A letter dated 17 May 2006 to the Chief Executive of the Learning and Skills Council in Coventry from the Hillingdon Corporate Director of Education, Youth and Leisure was copied to the Director of Children's Services and received by him on 22 May 2006. This letter registered to the Chief Executive of the Learning and Skills Council Hillingdon's strong objection, and stated Hillingdon Members are extremely concerned about the impact on schools in Hillingdon.
19. Letter dated 6 June 2007 to the Director of Strategic Services from Elizabeth Rushton, Principal of West Herts College welcoming the broadening of local choice and entitlement for young people in the Harrow area, and expressing concern that appropriate information, advice and guidance is maintained to ensure that the choice of good vocational opportunities for young people in the Harrow area is not diminished. The Director of Strategic Services replied on 11 June 2007 acknowledging the letter and responding to the point raised.
20. Letter dated 9 July 2007 to the Director of Strategic Services from the Headteacher of Bishop Ramsey Church of England School stating concern that the proposal will lead to a duplication of resources and will contribute to an over capacity in the provision of post 16 education particularly of level 3 courses. The Headteacher does not consider this would be beneficial for the efficient provision of education of young people in the area and would like to register objection to the proposal. The Director of Strategic Services replied on 16 July 2007 responding to the concern raised.
21. Letter dated 12 July 2007 to the Director of Strategic Services from the Director of Children, Schools & Families of Hertfordshire County Council stating thanks for being kept up to date with Harrow Council's proposals for a Sixth Form Collegiate and wishing Harrow well in implementing these proposals. The letter notes with interest the consultation document which was received in February of last year, and confirms that the authority has been kept fully informed both of these proposals and the rationale which underpins them, and does not feel the need to comment further.
22. Letter dated 18 July 2007 to the Director of Strategic Services from the Headteacher of Haydon School stating that he cannot support the scheme in its current form. The letter states that as Headteacher of a very successful school with a sixth form that admits a significant number of Harrow students, he is not convinced that Harrow's scheme does anything other than to duplicate already existing provision nor does it address the needs of post-16 students for whom the traditional A-level curriculum is inappropriate.
23. Letter dated 19 July 2007 to the Director of Strategic Services from the Headteacher of Northwood School registering objection to the proposal because she does not consider it would be beneficial for the efficient provision of education of young people in the area. The

letter states that as a Headteacher of a successful school in a neighbouring authority she is concerned that Harrow's proposal will lead to a duplication of resources and will contribute to an over capacity in the provision of post-16 education particularly of level 3 courses.

24. Letter dated 14 August 2007 to the Director of Strategic Services from the Director of Education: Diocese of London Board for Schools stating he is glad things are moving forward in what he hopes is a positive climate. The Director of Education: Diocese of London comments that with only one Church of England primary school in Harrow and no secondary school, the Diocesan Board for Schools would welcome any opportunity to become involved in the provision of secondary education in Harrow.

### **Response to comments**

#### **25. Short period of formal consultation**

It is recognised that the formal consultation period prior to the publishing of the statutory notices on 28 February 2006 was short. However, extensive and wide-ranging consultations had occurred over a considerable period of time (see sections 1-6 above), and a comprehensive mailing of the consultation document occurred. A further extensive mailing occurred when the statutory notices were published, and all interested parties were advised about the representation period following the publishing of statutory notices. The timescale for the formal consultation had to conform to the requirement set by the LSC for the statutory notices to be published by the end of February 2006.

On 25 June 2007, a letter was sent to interested parties using the same comprehensive mailing as previously including: all Harrow schools and schools in adjoining areas that may be affected by the proposals; neighbouring Local Education Authorities; appropriate diocesan authorities; local Learning and Skills Councils; colleges in Harrow and neighbouring areas; and other local organisations. This letter advised interested parties it was planned that Harrow Cabinet will be asked to determine the statutory proposals at its meeting on 13 September 2007. The letter also stated that the planned date of implementation will be from 1 September 2008 (rather than 1 September 2007 as stated on the statutory notices). Recipients were advised that any comments at this stage could be sent by Friday 3 August 2007.

The letter sent on 25 June 2007 informed all recipients that the Harrow Education Consultative Forum will consider the proposals at its meeting on 13 September 2007, and will be able to advise Cabinet. The constitution of the Harrow Education Consultative Forum allows for petitions and deputations to be made should any interested party wish to take this opportunity. Cabinet will then be asked to determine the proposals at its meeting on 20 September 2007. Any comments received in response to the letter will be made available to these committees, along with all the other comments received, and will be summarised in an annexe to the reports together with officer response.

Extensive consultation has occurred, and comprehensive efforts have been made to inform interested parties of Harrow's proposals. All written comments received are being reported to the Education Consultative Forum and to Cabinet.

#### **26. Choice and Information, Advice and Guidance**

Choice for individual learners will be increased significantly by Harrow's proposals. This conforms with stated Government policy, and with the wishes of stakeholders in Harrow.

Schools and colleges within the Collegiate are committed to ensuring that the range of choices, including out borough, will continue to be supported by impartial information, advice and guidance. The formal movement across all providers will help stimulate the expectation that all students staying-on to 19 is the norm.

During the framing of Harrow's bid, the London West Learning and Skills Council advised that providers in neighbouring areas had expressed some concern that Harrow schools are excluding their offer to young people. Harrow partners have been able to address this concern, and Harrow's proposals include measures to assure quality in information, advice and guidance to young people and their parents/carers. The initial feedback from London West Learning and Skills Council was that Harrow's proposals concerning learner choice fully meet their criteria.

**27. Vocational provision and those Not in Education, Employment and Training (NEET)**

Harrow's proposal will concentrate on meeting the needs of the most disadvantaged learners, and on further developing the vocational offer. The strategy is for vocational provision in high schools to develop over time with the support of the colleges. At present schools in Harrow have some experience of vocational work within their individual specialist designations, and two schools have been awarded additional vocational specialisms. Collegiate planning will involve the development of all 14 specialist diploma lines at levels 1, 2 and 3 by 2010 with all partners working together. This will be a unique opportunity to lay the foundations for provision of vocational pathways from 14-19 to be delivered across all 13 institutions. This in turn will lead to the development of level 3 vocational courses in schools by 2010 as is already indicated in vocational take-up and planning at levels 1 and 2 pre-16. Harrow Skills Centre is proving to be a popular and effective provision, and plans are in hand to expand the offer available to learners. Harrow Collegiate has been given approval by the Department for Children, Schools and Families to deliver the new Creative & Media Diploma from September 2008.

The proposal acknowledges that school may not always be the best provision for those who have found the system challenging, and there will be a continued demand for Level 1 and 2 courses at both Stanmore and Harrow Colleges, and at St Dominic's Sixth Form College, as well as other providers.

**28. Value for money**

Integral to the collegiate vision is the importance of delivering a learner entitlement through efficient use of resources. Robust decision-making processes and careful co-ordination across the collegiate will eliminate unnecessary duplication of courses and specialist accommodation, thus ensuring a comprehensive curriculum offer and a range of progression opportunities that give excellent value for money.

Efficient use of resources to ensure viable and sustainable provision will be promoted by careful coordination and decision-making at the centre of the collegiate. A memorandum of agreement that formalises commitment to the aims of the collegiate will be developed building on the trust established between institutions.

**29. Impact on existing providers**

Harrow's proposal recognises that additional provision may have an impact on existing providers. Harrow colleges will continue to provide Level 3 education, including AS/A2.



However, to complement the changes associated with schools, all three colleges are planning to introduce more vocational work at levels 1 and 2, with progression through to level 3, and to provide more places for young people at levels 1 and 2. Harrow colleges already recruit from neighbouring areas, and will use the opportunity to vary their curriculum offer to help meet overall London targets for participation of 16-18 year olds.

In relation to schools currently recruiting students from Harrow, the additional places proposed do not equate to the total of Harrow's young people receiving their education outside Harrow. It is the London West Learning and Skills Council view that in an area like Hillingdon, with lower post-16 participation, providers can help raise levels of participation in Hillingdon by proper targeting of any additional capacity. Data about Hillingdon Sixth Forms suggests there has not been a significant effect on Hillingdon Sixth Forms during 2006-2007, the first year of the franchise arrangement in the Central Consortium. Hillingdon Sixth Form Pupils in September 2005 totaled 3,216, and in September 2006 totaled 3,267. These figures suggest that there is unlikely to be a significant level of impact on existing providers in Hillingdon. The Principal of Uxbridge College does not believe the expansion in Harrow will have any dramatic impact on Uxbridge College provision, because their aim is to reduce the figure of 16-18 year olds in Hillingdon not participating in education.

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## Decision Makers Guidance

Decision Makers are required to have regard to guidance issued by the Secretary of State when they take a decision on proposals. Paragraphs 4.16 to 4.64 of the 'Decision Makers Guidance for Expanding a Maintained Mainstream School or Adding a Sixth Form – A guide for Local Authorities and Governing Bodies' contain the statutory guidance.

[http://www.dfes.gov.uk/schoolorg/data/guidance\\_Documents/ExpansionGuide%20DM%20ONL%202007-05-24.doc](http://www.dfes.gov.uk/schoolorg/data/guidance_Documents/ExpansionGuide%20DM%20ONL%202007-05-24.doc)

The factors contained in the guidance should not be taken to be exhaustive. Their importance will vary, depending on the type and circumstances of the proposals. All proposals should be considered on their individual merits.

The **odd-numbered sections** below contain relevant extracts from the Decision Makers Guidance.

The **even-numbered sections** contain the views of officers on how the Harrow Sixth Form Collegiate proposals meet the factors the Decision Maker must have regard to in reaching a decision.

## EFFECT ON STANDARDS AND SCHOOL IMPROVEMENT

### A system Shaped by Parents

1. The Decision Maker should take into account the extent to which the proposals are consistent with the new duties (Education and Inspections Act 2006) on local authorities to secure diversity in the provision of schools and to increase opportunities for parental choice when planning the provision of schools in their areas.
2. The Harrow Sixth Form Collegiate proposals build on the outcomes of the extensive debate and consultation among key stakeholders in Harrow about developing post-16 provision in Harrow's high schools, and have been developed by the key partners. Choice for individual learners will be increased significantly by Harrow's proposals, which are founded on the commitment to deliver choice, diversity of provision, and progression opportunities for all local learners, developing a truly integrated, complementary provision amongst all partners and guaranteeing a place to every young person.

### Standards

3. Decision Makers should be satisfied that proposals for a school expansion will contribute to raising local standards of provision, and will lead to improved attainment for children and young people. They should pay particular attention to the effects on groups that tend to under-perform with the aim of narrowing attainment gaps.
4. The Harrow Sixth Form Collegiate proposals concentrate on meeting the needs of the most disadvantaged learners: those still working at Entry level or Level 1, and those at risk of becoming NEET, and aim to meet the target of 100% of Harrow students in post-16 education and training by 2010. In support of this, the Collegiate will make extensive use of information technology to support the tracking of learners to ensure that no young person is lost to the system. The Collegiate partners are confident their proposals will take them forward to 100 per cent participation by 2010, contribute to raising standards in post-16

education, receive the support of young people and their parents, and help all 16-18 year olds fulfil their potential.

### **Diversity**

5. Decision Makers should consider how proposals will contribute to local diversity. They should consider the range of schools in the relevant area of the local authority (LA) and whether the expansion of the school will meet the aspirations of parents, help raise local standards and narrow attainment gaps.
6. There are eight 12-16 high schools in Harrow, two 11-16 faith schools, and two 11-19 special schools. Currently, the three colleges (St Dominic's Sixth Form College, Stanmore College and Harrow College) provide 16-19 education and training in Harrow, with opportunities being provided and developed through franchise arrangements for some students to be based at high schools for their AS studies. All three colleges have distinctive course offers and ethos, and offer a quality experience for young people, attested by consistently good OFSTED inspection grades. However, many young people and their parents prefer the option of a school-based post-16 environment. Without post-16 provision at local schools, significant numbers of 16 year olds studying in Harrow's high schools apply and are accepted to a wide range of school sixth forms in neighbouring boroughs. Additionally many parents opt at 11 to transfer to secondary schools outside Harrow in order to have continuous provision for 11-19. Some young people choose vocational courses at institutions outside Harrow, many of which have vocational facilities or a stronger range of courses at entry, and levels 1 and 2 than in Harrow, and some young people drift into work or simply do not choose anything at all.

An additional 1,000 16-19 places locally will mean the development of new post-16 provision in schools and the Skills Centre, enabling individual providers to focus on what they do best and ensuring that those currently not in education or employment can access appropriate courses and opportunities.

### **Every Child Matters**

7. The Decision Maker should consider how proposals will help every child and young person achieve their potential in accordance with Every Child Matters' principles which are: to be healthy; stay safe; enjoy and achieve; make a positive contribution to the community and society; and achieve economic well-being. This should include considering how the school will provide a wide range of extended services, opportunities for personal development, access to academic and vocational training, measures to address barriers to participation and support for children and young people with particular needs, e.g. looked after children or children with special educational needs (SEN) and disabilities.
8. As a key element in the 14-19 Strategy, the Harrow Sixth Form Collegiate is included as a specific action within the Achieving Economic Well Being Group's work. The Harrow Sixth Form Collegiate will also contribute to achievements more widely, for example the targets for enjoying and achieving and making a positive contribution to the community and society.

Post-16, key themes underpinning *Every Child Matters* will be integrated into the tutorial and enrichment offer for all partners. Key post-16 themes will include the opportunity to participate in a wide range of sports, voluntary/community activities, work experience/enterprise, focused events on personal health and well-being, together with extensive personal support and learning support. Helping all students to understand their

place in the global family and especially for those from BME communities to relate to their countries of origin and their home in the UK.

Harrow Council has been working with schools to increase the use of facilities for the school and local communities. Part of this work has been to review school accommodation, including in some situations surplus accommodation, and to consider how this could be used to increase opportunities for use by the school and its local community. This approach will be continued with the high schools in the light of capital development for the purposes of the Harrow Sixth Form Collegiate.

Harrow's admissions policy, agreed by all schools, gives highest priority to the admission of looked after children. The Collegiate will adhere to this policy. It is recognised that Harrow's looked after children are particularly vulnerable with regards to progression at post-16, and it is recognised that rigorous tracking and monitoring of performance will be needed and a careful look at the requirements of this group.

## **SCHOOL CHARACTERISTICS**

### **Equal Opportunity Issues**

9. The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example that there is equal access to single sex provision for the other sex to meet parental demand. Similarly there needs to be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.
  
10. As part of the work to prepare Harrow's bid, a paper was written to explore the demand and demographic case to support change and development at post-16, specifically to increase capacity by 1000 learners, 500 per annum. Harrow partners seek to build on current success whereby over 85% of Harrow learners choose full-time education routes. The trend is a gradual increase in the percentage remaining in full-time education. In the 2004 cohort, the gender split was about 50:50. The largest ethnic groups were: 37% White, 35% Asian and 11% Black. The aim is to achieve 100% staying-on rate for learners post-16 by 2010 and a significant increase in the number of Harrow residents who choose to continue their post-16 education within local Harrow provision.

The Collegiate will be inclusive to all learners. Learners with additional needs will be supported as appropriate and in accordance with the Collegiate Special Education Needs policy and strategies accordingly. The Collegiate will have an Equal Opportunities Policy. The learners within the Collegiate will be able to access courses at any institution within the Collegiate providing they meet course entry and admission criteria where spaces are available. Each learner will have a 'Home Institution' that will be responsible for pastoral support including Tutorials and Information, Advice and Guidance (IAG). The Collegiate will monitor curriculum developments and demand to ensure that course provision meets changing needs. Where it is not possible to provide a course within the Collegiate, it will seek to collaborate with other providers outside of Harrow to secure appropriate provision. The Collegiate would look to work with the local Learning and Skills Council (LSC) to develop and secure this provision.

## **NEED FOR PLACES**

### **Creating Additional Places**

11. In considering proposals, the Decision Maker should consider the supporting evidence presented for the increase, and take into account the existence of spare capacity in neighbouring schools, but also the quality and popularity with parents of the schools in which spare capacity exists and evidence of parents' aspirations for places in the school proposed for expansion. The existence of surplus capacity in neighbouring less popular or successful schools should not in itself prevent the addition of new places.
12. The schools and colleges in Harrow have a strong tradition of working together to achieve solutions across the borough to meeting the needs of Harrow young people. Within the context of post-16 provision they have been working together in four local Consortia, and collectively as members of the Harrow Collegiate, and the 14-19 Advisory Group to develop the Harrow Sixth Form Collegiate proposals. Discussions about the proposals with London West Learning and Skills Council (LWLSC) resulted in a request from LWLSC to provide 1,000 additional places for post-16 provision in Harrow, which led to the successful bid for capital funding.

Harrow's proposal recognises that additional provision will have an impact on existing providers. Harrow colleges already recruit from neighbouring areas, and will use the opportunity to vary their curriculum offer to help meet overall London targets for participation of 16-18 year olds.

In relation to schools currently recruiting students from Harrow, the additional places proposed do not equate to the total of Harrow's young people receiving their education outside Harrow. We are also mindful of the London West Learning and Skills Council view that in an area like Hillingdon, with lower post-16 participation, providers can help raise levels of participation in Hillingdon by proper targeting of any additional capacity. Data about Hillingdon Sixth Forms suggests there has not been a significant effect on Hillingdon Sixth Forms during 2006-2007, the first year of the franchise arrangement in Central Consortium. Hillingdon Sixth Form Pupils in September 2005 totaled 3,216, and in September 2006 totaled 3,267. These figures suggest that significant effect is unlikely in the future.

13. Where the school has a religious character, or follows a particular philosophy, the Decision Maker should be satisfied that there is satisfactory evidence of sufficient demand for places for the school to be sustainable.
14. The two Catholic high schools, Salvatorian College and the Sacred Heart Language College, continue to establish the extent of demand for additional faith-based vocational provision. Questionnaires have been distributed to the Year 10 and 11 students. This has been combined with destination data for the past two years to demonstrate the level of demand. The schools plan to create a joint sixth form provision that will provide a vocational offer that will enhance and complement the sixth form provision at the three institutions. The schools are currently engaged in negotiations of a commercially sensitive nature for the purchase of an additional site. There has been initial planning and costing. The tenure would be freehold. The proposal would be for shared use of this site, with the two schools developing a vocational centre for daytime use. The proposed site is close to both Schools. The two schools would manage it jointly.

The Catholic Consortium have also considered issues such as funding, curriculum, pastoral support, ethos, ICT and quality assurance, as well as structural issues in conjunction with the Diocese of Westminster and Salvatorian Fathers. These elements will be combined through the consortium to create for the first time a truly comprehensive faith-based offer in Harrow. These plans have the full support of the Diocese and are welcomed greatly by the families and communities of these schools. The Consortium is fully supportive of the Harrow Collegiate, and will bring a particular strength in the range of languages available between St Dominic's and Sacred Heart, a specialist language college. St Dominic's provide French, German, Italian, Spanish at Level 3 and Sacred Heart has the intention to develop Mandarin and Portuguese at Key Stage 4 with the possibility of extending this at post-16 within the Harrow Collegiate at Levels 2 and 3.

### **Expansion of Successful and Popular Schools**

15. The Government is committed to ensuring that every parent can choose an excellent secondary school for their child. When there is a demand to expand school provision, LAs and Governing Bodies should take account of the wishes of parents in deciding which schools should expand. The Secretary of State also wishes to encourage LAs to reorganise provision in order to ensure that places are located where parents want them. For the purposes of this guidance, the Secretary of State is not proposing any single definition of a successful and popular school. The strong presumption is that proposals to expand successful and popular schools should be approved. The existence of surplus capacity in neighbouring less popular schools should not in itself be sufficient to prevent this expansion, but if appropriate, in the light of local concerns, the Decision Maker should ask the LA how they plan to tackle any consequences for other schools. The Decision Maker should only turn down proposals for successful and popular schools to expand if there is compelling objective evidence that expansion would have a damaging effect on standards overall in an area, which cannot be avoided by LA action
16. The Harrow Sixth Form Collegiate proposals are being presented for determination as linked proposals. Harrow's high schools are successful schools. The proposals seek to meet the wishes of all stakeholders for increased post-16 opportunities in Harrow, and to increase participation and achievement.

See section 12 above for a response about the consequences for other schools.

17. Before approving proposals the Decision Maker should confirm that the admission arrangements of schools proposed for expansion fully meet the provisions of the Schools Admissions Code.
18. Harrow Council is the Admissions Authority for community high schools. Following agreement reached among all collegiate partners, Harrow Cabinet will be recommended to delegate the Admissions Authority for community high school sixth forms to the school governing bodies, and schools will manage the applications, admissions and place allocation processes for sixth form places at their schools. This approach is in full accordance with the collaborative, partnership arrangements enshrined in the borough wide Harrow Sixth Form Collegiate that will be established from September 2008. All the governing bodies of community high schools have agreed common statements of Admissions Arrangements to the sixth forms for September 2008. For September 2009, all the governing bodies of community and voluntary aided high schools have agreed common statements of Admissions Arrangements to the sixth forms that will be consulted on in the

Autumn Term 2007 as part of the statutory consultation process. The admission arrangements will fully meet the provisions of the Schools Admissions Code.

The proposed Admissions Arrangements for September 2008 are as follows:

### **Admission to Harrow Sixth Form Collegiate**

Sixth forms in Harrow are available to all a school's existing students. All students must meet the entry requirements of the course(s) selected in order to be accepted into the Sixth Form. Contact the school for a Sixth Form Brochure for further details.

A collegiate system operates at sixth form level within Harrow and some courses are offered through this arrangement. As a result some students from other schools and/or colleges join courses at a particular sixth form and some students from the school may join sixth form courses in other schools and/or colleges.

Applications should be made to the school by 8 February 2008.

### **Appeals**

You may appeal against the decision not to offer a place at the sixth form by writing to the Admissions Officer at the School.

### **Travel and Accessibility for All**

19. In considering proposals for the reorganisation of schools, Decision Makers should satisfy themselves that accessibility planning has been properly taken into account. Facilities are to be accessible by those concerned, by being located close to those who will use them, and the proposed changes should not adversely impact on disadvantaged groups.

In deciding statutory proposals, the Decision Maker should bear in mind that proposals should not have the effect of unreasonably extending journey times or increasing transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable routes e.g. for walking, cycling etc. Proposals should also be considered on the basis of how they will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school.

20. Harrow's bid recognises that a key component of quality from the learner's perspective will be availability of provision which meets their needs within a reasonable travel-to-study area. Involvement of all schools ensures that every learner in Harrow can choose to maintain continuity of learning and pastoral support from their own high school if they wish, or change to a wide range of other high quality providers. Furthermore local views of parents and students confirm that they are actively seeking an all through 11 – 19 education model. This will enable many more students to remain in their education communities through the Collegiate. This not only supports environmental issues, but is likely to increase staying on rates as travel is minimised. Timetabling will ensure that travelling between institutions will be usually during the lunch period.

The Collegiate will develop its own Transport Policy, which will be underpinned by a number of principles including: learners will access a maximum of two institutions; the needs of



learners with disabilities or health issues will be addressed; provision for travel assistance for pupils/students with disabilities or significant health needs; travel costs between institutions for courses will not be the responsibility of the learner.

### **ADDITION OF SIXTH FORMS BY 'HIGH PERFORMING' SCHOOLS**

#### **Presumption in favour of the approval of proposals for a new sixth form for high performing schools**

21. Where a new sixth form is proposed by a specialist school that has met the 'high performing' criteria and which has opted for a vocational specialism, capital funding will be available from the 16-19 Capital Fund.
22. The capital allocation made by the LSC takes account of the two Harrow high schools that have met the high performing criteria and are opting for a vocational specialism, and the capital allocation has been enhanced accordingly.
23. It is important that any new school sixth form works in partnership with other providers to ensure young people have access to a wide range of learning opportunities. In assessing proposals from 'high performing' schools to add a sixth form, Decision Makers should have regard to the importance of collaborative working.
24. The Harrow Sixth Form Collegiate proposals are the product of collaborative working, and represent a partnership of equals. LSC consultants reviewed Harrow's proposals and considered Harrow's 14-19 Collegiate model to be at the forefront of national developments and to have the potential to be exemplary as it addresses many aspects of the Government's 14-19 implementation plan.

#### **16-19 Provision 'Competitions'**

25. Non statutory competitions for new 16-19 provision were introduced from January 2006. They are being administered by local LSCs, in line with their role as commissioner of 16-19 provision. Where proposals to establish sixth forms are received, and the local LSC is running a 16-19 competition, the Decision Maker must take account of the competition when considering the proposals.
26. Harrow's bid was submitted at the invitation of LWLSC under transition arrangements whereby 16-19 competitions were not required where local partners had well-advanced 16-19 reorganisation plans that were required to follow a statutory process and where the first step in the relevant statutory process had been taken by 28 February 2006 (i.e. publication of statutory notices).

#### **16-19 Provision**

27. The Learning and Skills Act 2000 provides an entitlement to further education and training for young people aged 16-19. Schools and colleges should offer high quality provision that meets the diverse needs of all young people, their communities and employers. 16-19 provision should be organised to ensure that, in every area, young people have access, within reasonable travelling distance, to high quality learning opportunities across schools, colleges and work-based training routes. In September 2003 Ministers set out their **five key principles** for the reorganisation of 16-19 provision, following requests from partners (including LSC and LAs) for more clarity on Government expectations. Decision Makers

should therefore consider all proposals which affect local 16-19 provision (ie both proposed school expansions and proposals to add a new sixth form) in the context of these principles.

- a. quality – all provision for all learners should be high quality, whatever their chosen pathway;
  - b. distinct 16-19 provision – all young people should be attached to a 16-19 base which will meet the particular pastoral, management and learning needs of this group;
  - c. diversity to ensure curriculum breadth – well-managed collaboration between popular and successful small providers will enable them to remain viable and to share and build on their particular areas of expertise;
  - d. learner choice – all learners should normally have local access to high quality 16-19 provision in a range of settings and any proposals for change to this provision should take into account the views of all stakeholders;
  - e. affordability, value for money and cost effectiveness – proposals for change should include how any capital and recurrent costs and savings will lead to improved educational opportunities.
28. The Harrow Sixth Form Collegiate embodies the principles and aims of current government policy in secondary education as outlined in recent policy documents. It has the learner's needs firmly at the centre, is research-based, ambitious in its aspiration, and has at its heart partnership, inclusivity, diversity, choice, quality of service and value for money.

All learners will have equal opportunity and access to post-16 provision regardless of which high school they attend, and the quality of provision in all schools will be preserved. Each learner will have a 'Home Institution' that will be responsible for pastoral support including Tutorials and Information, Advice and Guidance.

The approach to capital development has been to maximise flexibility and value for money across the Collegiate. Capital investment on school sites will ensure that schools are able to provide appropriate accommodation to fulfil their contribution to the Collegiate curriculum and for post-16 learners. The plans have been designed to make the best use of existing facilities and maximise the use of resources within each school's specialism. Whilst some schools do require more capital investment because of the structural requirements, the overall investment represents very good value for money in a borough where land is at a premium. The spread of the provision across all sites is essential to ensure that any new build does not put excessive pressure on the existing infrastructure including access and space for recreation, which is at a premium. As separate proposals, Harrow College, Stanmore College and St Dominic's Sixth Form College are submitting major capital plans which will transform their ability to offer high-quality vocational training to their own students and those of Collegiate partners.

## **FUNDING AND LAND**

### **Capital**

29. The Decision Maker should be satisfied that any capital required to implement the proposals will be available. Normally, this will be some form of written confirmation from the source of funding on which the promoters rely (e.g. the LA, DfES, or LSC).
30. On 29 March 2007, the National Capital Committee of the Learning and Skills Council (LSC) allocated £24,785,634 for capital build on high school sites to establish the Harrow Sixth Form Collegiate.

### **Land Tenure Arrangements**

31. For the expansion of voluntary or foundation schools it is desirable that a trust holds the freehold interest in any additional site that is required for the expansion. Where the trustees of the voluntary or foundation school hold, or will hold, a leasehold interest in the additional site, the Decision Maker will need to be assured that the arrangements provide sufficient security for the school.
32. The two voluntary aided schools are currently engaged in negotiations of a commercially sensitive nature for the purchase of an additional site. The tenure would be freehold.

### **SPECIAL EDUCATIONAL NEEDS (SEN) PROVISION**

#### **Initial Considerations and Key Factors**

33. When reviewing SEN provision, planning or commissioning alternative types of SEN provision or considering proposals for change, local authorities should aim for a flexible range of provision and support that can respond to the special educational needs of individual pupils and parental preferences, rather than necessarily establishing broad categories of provision according to special educational need or disability. There are a number of initial considerations for local authorities to take account of in relation to proposals for change, and key factors in their planning and commissioning in order to meet the requirement to demonstrate that the reorganisation or new provision is likely to result in improvements to SEN provision.
34. The special high schools are full members of the Collegiate. There is strong practice including special schools within developments both between special schools and high schools and between special schools and colleges. The special schools are already providers 16-19. The maintained high schools have a good record in Key Stage 3 and 4 with regard to support for young people with special needs. Ofsted reports often identify this as a strength in their provision. Two of the high schools are additionally resourced at KS3 and KS4, one for physical disability and one for hearing impaired. Provision mapping is currently being developed in collaboration with the South East regional SEN partnership. This has been described as a model of good practice and is in line with removing barriers to achievement. The collaboration between high school Special Educational Needs Co-ordinators (Sencos) in this work is highly regarded across London. Similarly the colleges also enjoy a very strong record in this area. The Collegiate provides an opportunity to build upon this through enhanced tracking, IAG and transition and the commitment to the Every Child Matters agenda across council services which emphasises access and participation, especially for this vulnerable group.

### **OTHER ISSUES**

#### **Views of Interested Parties**

35. The Decision Maker should consider the views of all those affected by the proposals or who have an interest in them including: pupils; families of pupils; staff; other schools and colleges; local residents; diocesan bodies and other providers; LAs; the LSC (where proposals affect 14-19 provision). This includes statutory objections and comments submitted during the representation period. The Decision Maker should not simply take account of the numbers of people expressing a particular view when considering representations made on proposals. Instead the Decision Maker should give the greatest weight to representations from those stakeholders likely to be most directly affected by the proposals.

36. Annexe C summarises the consultation that has occurred, lists all the written communications received and provides an officer response to the issues raised by those who have written to Harrow Council. The LWLSC Council meeting on 30 January 2007 gave unanimous approval to Harrow's bid, which was then recommended to the LSC National Capital Committee meeting on 29 March 2007.



Meeting:	Education Consultative Forum
Date:	13 September 2007
Subject:	Strategic Approach to School Organisation
Responsible Officer:	Heather Clements, Director of Schools and Children's Development
Portfolio Holder:	Councillor Christine Bednell Schools and Children's Development
Exempt:	No
Enclosures:	None

## **SECTION 1 – SUMMARY AND RECOMMENDATIONS**

Cabinet will be considering a report on Strategic Approach to School Organisation in Harrow at their meeting in October. This report outlines the reasons for considering school re-organisation at this time and provides the Education Consultative Forum with the opportunity to consider and comment on initial proposals.

### **RECOMMENDATIONS:**

The Education Consultative Forum is requested to:

- consider the contents of this report
- confirm support for the proposed approach to school re-organisation in Harrow.

## **SECTION 2 - REPORT**

1. Harrow schools are popular and successful and perform consistently in line with or above National Averages at all Key Stages. There are good partnerships between schools, the local authority and other organisations and as a result many schools provide a range of opportunities for the local community. The Council's commitment to this agenda is confirmed in its Vision Statements and associated Corporate Priorities. The Vision Statement to provide high achieving schools at the centre of community services translates to a Corporate Priority to continue improvement in schools and make education in Harrow even better.
2. Whilst this level of achievement has been maintained demographic data indicates that the profile of Harrow is changing. Therefore, the challenge for Harrow is to secure the most effective school organisation for the 21st Century that supports the best outcomes for all schools and local communities and maximises the use of resources.
3. The organisation of schools in Harrow has been the subject of debates and surveys with stakeholders. The School Organisation Debate in 2003 confirmed a consensus amongst stakeholders to increase post-16 opportunities, increase provision for early years and change the age of transfer to 11. The Harrow Sixth Form Collegiate has increased choice and opportunities for post-16, including provision on school sites and Early Years provision has been developed with the Early Years Partnership.
4. As part of the Department for Children, Schools and Families (DCSF) Building Schools for the Future (BSF) programme, in 2003 Harrow submitted a bid for capital to change the age of transfer and provide post-16 on school sites. It is not expected that Harrow will receive capital funding for high schools until at least 2011-2013.

### **Recent Developments relating to School Organisation**

5. There are a range of local and national factors relating to school organisation that together create a context in which it would be appropriate to undertake preliminary work to support a change in the age of transfer. The factors are outlined as follows:
6. There will be a DCSF consultation in the Autumn Term regarding the BSF programme and it is hoped that there will be the opportunity to re-submit the Harrow BSF bid and secure earlier funding.
7. Since the BSF Programme announcement, the DCSF have brought forward some of the funding for One School Pathfinder Projects. Whitmore High School will be re-developed under the Pathfinder project, and there will be capacity for Year 7 pupils on completion in Autumn 2009.
8. The DCSF Primary Capital Programme funding will be available from 2009. In readiness for this funding for primary schools, each school is preparing a school development plan to inform capital investment. These

plans address individual school needs as informed by the Asset Management Plan (AMP) within the context of the school covering the full primary age range.

9. The current organisation of schools in Harrow is out of line with that found in most authorities nationally and out of sync with the current Key Stage structure.
10. Since Cabinet agreed the Amalgamation Policy in 2005, six schools have amalgamated to establish 3 combined first and middle schools. From September 2007 there will be 32 separate first and middle schools. The combined schools are more aligned with National Curriculum Key Stages and there will be less impact with the change in the age of transfer.

### **Moving Forward**

11. In order to maximise the advantage of being able to re-submit a bid to the DCSF as part of the BSF programme it is essential that preparatory work is completed. At this stage this work will include: project planning and timelines; establishing the representative stakeholder group to assist with planning and implementation; briefing and engaging key stakeholders; developing the communication and consultation strategy; developing HR strategies and financial models to support the change programme; and undertaking feasibility studies to assess school capacity for increased high school roles etc. If the BSF bid is successful there will be wide consultation including details for all schools. This will be followed by the publication of statutory notices, their determination and implementation.
12. Changing the age of transfer is a challenging and complex project and will impact on all schools in Harrow. It involves delivering teaching and learning within the context of the removal of approximately 2,000 Year 7 places from the first and middle school sector and their relocation into high schools. There is also real potential to secure exciting and quality outcomes for all Harrow's communities. Engaging stakeholders at the outset in the development of a re-organisation strategy and retaining their commitment throughout the strategy's implementation is critical. The timescale needs to be challenging but realistic to ensure that the full benefits are experienced by those children, young people and communities now as well as in the future. To move the project forward Harrow will:
  - Present a report to Cabinet in October that will seek to re-affirm their commitment to implementing a change in the age of transfer, establish a Representative Stakeholder Group, and re-submit a bid to the DCSF Building Schools for the Future programme.
  - Brief and engage stakeholders on an informal basis during early Autumn 2007, including Headteachers, Governors and external partners in Harrow and DCSF.
  - Develop options to implement a change in the age of transfer to 11 plus including an analysis of high schools' capacities, an initial

capital build programme, revenue requirements, consultation processes and project plan. (This will form the basis of any future submission to the DCSF for funding as part of the Building Schools for the Future programme if possible and the basis of consultation)

- Respond to the DCSF Building Schools for the Future consultation in the Autumn Term.

### SECTION 3 - STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<input checked="" type="checkbox"/>	Name: Bharat Jashapara
		Date: 22 August 2007
Monitoring Officer	<input checked="" type="checkbox"/>	Name: Helen White
		Date: 3 September 2007

### SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

**Contact:** Johanna Morgan  
Service Manager, Partnerships and Well-Being  
Adults and Housing Directorate  
020 8736 6841

**Background Papers:** None

**IF APPROPRIATE, does the report include the following considerations?**

1.	Consultation	Yes
2.	Corporate Priorities	Yes
3.	Manifesto Pledge Reference Number	N/A