

## SCHEDULE 3

### INFORMATION TO BE SENT TO THE SCHOOL ORGANISATION COMMITTEE OR THE SECRETARY OF STATE

#### PART I INTERPRETATION

1. In this Schedule,
  - (a) “the current school year” means the school year in which the proposals are published; and
  - (b) any reference to proposals being approved or rejected (however framed) includes a reference to the local education authority determining to implement or not to implement (as the case may be) the proposals under paragraph 4 of Schedule 6.

#### PART II

### INFORMATION TO BE SENT IN ALL CASES WHERE PROPOSALS ARE PUBLISHED UNDER SECTION 31

2. The objectives of the proposals.
3. A statement indicating how the proposals would contribute to enhancing the quality of education and how they support the policy for provision for children with special educational needs as set out in the education development plan prepared under section 6 of the Act by the local education authority who maintain the school or who it is proposed should maintain the school.
4. Evidence of the consultation before the proposals were published including–
  - (a) copies of the consultation documents; and
  - (b) the views and responses from the persons consulted.
5. A statement indicating the consequences for the education of pupils with special educational needs in the area if the proposals were rejected.
6. A map showing the location of the school or proposed school.
7. A list of all–
  - (a) special schools; and
  - (b) other schools maintained by a local education authority at which there is provision which is recognised by the local education authority as reserved for children with special educational needs, in the area of the local education authority who maintain or who it is proposed should maintain the school.
8. Information as to–
  - (a) the number of pupils at each school referred to in paragraph 7(a) and
  - (b) the number of pupils at each school referred to in paragraph 7(b) for whom the provision referred to in that sub-paragraph is made,in the current year together with a forecast of that number of each of the subsequent 5 school years.
9. Information as to the numbers of pupils with special educational needs of each type for whom the local education authority maintain a statement of special educational needs under Part IV of the

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Education Act 1996 in the current school year together with a forecast of such numbers for each of the subsequent 5 school years.

### PART III

#### ADDITIONAL INFORMATION TO BE SENT WHERE THE PROPOSALS ARE TO ESTABLISH A NEW SCHOOL

**10.** A forecast of the projected number of pupils at the school by sex and, where appropriate, type of special educational need for which provision is made, for the 4 school years following the current school year.

**11.** Details of proposed arrangements for the provision of transport to the proposed school.

**12.** Details of the curriculum to be provided at the proposed school.

**13.** Details of the propose staffing including details of the time at which it is expected to appoint the head teacher.

**14.** The following information relating to the proposed accommodation (including temporary accommodation).

- (a) the location of the accommodation;
- (b) a site plan of the accommodation;
- (c) whether the proposed school is to occupy a single or split site;
- (d) how accessible the accommodation will be; and
- (e) details of the general and specialist accommodation (both teaching and non teaching).

**15.** Details of the capital costs of establishment of the proposed school and how it is intended to fund implementation of the proposals together with a statement as to whether, as a result of the proposals, premises used for the purposes of another school will no longer be required and if so a statement as to whether those premises are to be sold, and if so the estimated sale proceeds.

**16.** An estimate of the recurrent costs for the proposed school and any savings in expenditure as a result of implementation of the proposals.

**17.** Where the establishment of the new school involves development for the purpose of the Town and Country Planning Act 1990(1) a statement as to whether planning permission has been obtained and, if such permission has not been obtained, details of the reasons (if known) why it has not been obtained.

### PART IV

#### ADDITIONAL INFORMATION TO BE SENT WHERE THE PROPOSALS ARE TO MAKE A PRESCRIBED ALTERATION TO A SCHOOL

**18.** The following information relating to the school for the current school year, and the preceding 4 school years–

- (a) the number of pupils at the school;
- (b) the number of pupils of each age group and each sex; and

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(1) 1990 c. 8.

- (c) the number of pupils with each type of special educational needs for which provision is made at the school;

and a forecast of those numbers for each of the subsequent five school years on the assumption that the proposals are approved.

**19.** Where the number of pupils, or the number of pupils with a particular type of special educational need, is lower in the current school year than in the fourth school year preceding the current school year an explanation of the reason for change in numbers.

**20.** A statement as to whether the school has been inspected under section 10 of the School Inspections Act 1996(2) during the period starting three years before the date of publication of the proposals.

**21.** Details of any proposed arrangements for links between the school and any school maintained by a local education authority which is not a special school.

**22.** The following information relating to the accommodation at the school and to the proposed accommodation (if different) if the proposals are approved:

- (a) the location of the accommodation;
- (b) a site plan of the accommodation;
- (c) whether the school occupies a single or a split site;
- (d) how accessible the accommodation will be; and
- (e) details of the general and specialist accommodation (both teaching and non teaching).

**23.** Details of—

- (a) the staffing at the school and the pupil/staff ratio; and
- (b) the proposed staffing at the school and pupil/staff ratio if the proposals are approved, including, if known, details of the qualifications and experience of the staff relevant to the expected pupil population at the school if the proposals are approved.

**24.** Details of the capital costs of implementation of the proposals and how it is intended to fund implementation of the proposals together with a statement as to whether, as a result of the proposals, any premises used for the purposes of the school or any other school will no longer be required and if so a statement as to whether those premises are to be sold and if so, the estimated sale proceeds.

**25.** Details of any recurrent costs following implementation of the proposals and any savings in expenditure as a result of implementation of the proposals.

**26.** Where the proposals are to alter the upper or lower age limits of the school or to make a change in the type of special educational needs for which the school is organised to make provision, details of any changes in the curriculum which would result if the proposals are approved.

**27.** Where the proposals (if approved) would result in additional pupils attending the school—

- (a) details of any transitional arrangements proposed in connection with the education of such pupils; and
- (b) details of the proposed arrangements for the provision of transport for such pupils.

**28.** Where the proposals (if approved) would result in the school being organised to make provision for pupils with a different type of special educational needs with the result that the provision to be made for pupils currently at the school would be inappropriate for their needs—

- (a) the number of pupils for whom provision would be inappropriate;

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(2) 1996 c. 57. Subsection (3) of section 10 is amended and subsections (4A) and (4B) inserted by paragraph 6 of Schedule 6 to the Education Act 1997 (c. 44) and the section is prospectively amended by paragraph 191 of Schedule 30 to the Act.

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- (b) the names of all local education authorities who have made arrangements for the placement of such pupils at the school;
- (c) details of alternative provision to be made for such pupils who would otherwise have attended the school (including alternative provision to be made by local education authorities other than the local education authority who maintains the school);
- (d) details of any transitional arrangements proposed in connection with the education of such pupils;
- (e) details of any proposed transport arrangements to any school which such pupils may attend pursuant to any provision made as described in sub-paragraph (c); and
- (f) details of the curriculum at any school which such pupils may attend pursuant to any provision made as described in sub-paragraph (c).

**29.** Where the proposals are to make a change in the type of special educational needs for which the school is organised to make provision, evidence of how provision is to be made for the projected pupil population in the local education authority's area with the type of special educational needs for which the school is currently organised to make provision and with the type of special educational needs for which it is proposed that the school should make provision.

**30.** Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of education for boys and girls in the area; and
- (b) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975)(3).

**31.** Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of education for boys and girls in the area; and
- (b) where the proposals relate to a school which makes provision for children with emotional and behavioural difficulties and are that the school should become an establishment which only admits boys, details of alternative provision to be made for girls.

**32.** Where the proposals are for the introduction or ending of boarding provision or the alteration of boarding provision such as is mentioned in paragraph 5(2) of Schedule 1 to these Regulations—

- (a) the current number of pupils for whom boarding provisions can be made;
- (b) the number of pupils for whom it is intended that boarding provision would be made if the proposals are approved;
- (c) a description of the boarding provision at the school or, where the proposals are to introduce boarding provision, the proposed boarding provision;
- (d) where the proposals are to end or reduce boarding provision a statement as to the use to which the former boarding accommodation will be put if proposals are approved; and
- (e) except where the proposals are to end boarding provision, details of arrangements for safeguarding the welfare of children at the school.

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(3) 1975 c. 65. Section 27 is prospectively amended by paragraph 6 of Schedule 30 to the Act.

**33.** Where the proposals are to transfer a school to a new site the map such as is referred to in paragraph 6 above showing the location of the school at the proposed site (as well as the existing site).

**34.** Where the implementation of the proposals will involve development for the purpose of the Town and Country Planning Act 1990, a statement as to whether planning permission has been obtained and, if such permission has not been obtained, details of the reasons (if known) why it has not been obtained.

## PART V

### ADDITIONAL INFORMATION TO BE SENT WHERE THE PROPOSALS ARE TO DISCONTINUE A SCHOOL

**35.** The following information relating to the school for the current year and the preceding 4 school years—

- (a) the number of pupils at the school;
- (b) the number of pupils of each age group and sex; and
- (c) the number of pupils with each type of special educational needs for which provision is made at the school.

**36.** Where the number of pupils, or the number of pupils with a particular type of special educational need is lower in the current school year than in the 4th school year preceding the current school year an explanation of the reason for the change in numbers.

**37.** The names of all local education authorities who have made arrangements for the placement of children at the school and the number of children placed at the school by each such local education authority.

**38.** Details of alternative provision to be made for pupils who attend the school (including alternative provision to be made by local education authorities other than the local education authority who maintain the school).

**39.** Details of any arrangements for staff employed at the school to transfer to other schools.

**40.** The distance and travelling times from the school to the schools to which it is proposed that the pupils are to transfer.

**41.** The arrangements proposed for transport to the schools to which it is proposed that the pupils are to transfer.

**42.** Details of the curriculum at each of the schools to which it is proposed that the pupils are to transfer.

**43.** Details of any transitional arrangements in connection into the transfer of pupils to other schools.

**44.** Details of any savings in expenditure as a result of the implementation of the proposals and a statement as to whether the premises used for the purposes of the school will be sold and, if so, the estimated proceeds of sale.