

Report to:	Cabinet	Date of meeting:	10 January 2019
Subject:	Sand Dunes Nursery School – determination of the proposal to close the school		
Report of:	Head of Schools & Families	Wards Affected:	Linacre and neighbouring wards where pupils reside
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary

The Governing body of Sand Dunes Nursery School have written to the local authority stating that they are unable to set a budget and are unable to produce a plan which will bring the school back into budget. They are no longer financially viable and have, therefore, requested that the local authority commence a statutory consultation on a proposal to close the school. This has taken place and the results were reported to Cabinet at its meeting on 1 November 2018.

The current financial position indicates that the school is currently overspending by approximately £170,100 a year and has now exhausted its available balances. The projected financial position for 2018/19 is a deficit of £306,600. Should the school close at the end of August 2019 the closing school deficit budget is predicted to be - £404,600 and this will need to be met by the local authority. There will also be closure costs that will need to be factored into the final deficit position but these are unknown at this time and so cannot be quantified.

On 1 November 2018 Cabinet approved, with deep regret, the publication of the Statutory Notice for the proposal to close Sand Dunes Nursery School and asked Officers to work with the school on alternative proposals to avoid closure. The purpose of this report is to update Cabinet on this work and seek a determination on the proposal for the closure of the school. In accordance with the School Organisation (Establishment and discontinuance of Schools) Regulations 2013 the decision maker for this proposal is the local authority.

Recommendation(s):

Cabinet are recommended to:

- 1) Consider the information on the proposal to close Sand Dunes Nursery;
- 2) Consider the representations received following publication of the statutory notice on 14th November 2018.

- 3) Consider the financial position of the school in terms of its significant deficit and the fact there are no viable proposals to address this;
- 4) Approve, with deep regret, the proposal for the closure of Sand Dunes Nursery School with effect from 31 August 2019.

Reasons for the Recommendation(s):

The local authority has the statutory power to close a maintained school following the statutory process detailed in the report.

Alternative Options Considered and Rejected: (including any Risk Implications)

All alternative options have been explored by the governing body with support from Officers prior to the governing body making their request. No viable alternative options to address the financial viability of the school have come from the consultation process. More detail is provided in the body of the report

What will it cost and how will it be financed?

(A) Revenue Costs

The current financial position indicates that the school is currently overspending by approximately £170,100 a year and has now exhausted its available balances. The projected financial position for 2018/19 is a deficit of £306,600. Should the school close in August 2019 the closing school deficit budget is predicted to be -£404,600 and this deficit under the appropriate legislation will need to be met by the local authority. There will also be closure costs that will need to be factored into the final deficit position however these are unknown at this time and so cannot be quantified.

As referenced any budget shortfall by the end of the closure period is the responsibility of the Council and cannot be charged to the Dedicated Schools Grant (DSG). Therefore, the Council will need to identify resources to fund this. As there is no dedicated budget for this deficit, the cost will need to be met from the council existing reserves and balances. A comprehensive review of these sums is made as part of both budget setting and account closure and it is from this review that the cost will be met.

Any mothballing costs related to the building may be met from specific funding within the DSG which is held centrally for this purpose. However, this funding is under review by the DfE as part of the national review of school funding and may not be available after 31st March 2020.

(B) Capital Costs

N/A

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): Capacity exists to take forward the proposed closure
Legal Implications: The proposal to close the school will follow the requirements of the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013.
Equality Implications: The proposal will have an impact on a small number of children who have disabilities who attend the nursery. However, there is alternative provision which can meet the needs of these children and If the decision is to close the school the local authority will work with families to support transition to alternative settings.

Contribution to the Council's Core Purpose:

Protect the most vulnerable:
Facilitate confident and resilient communities:
Commission, broker and provide core services:
Place – leadership and influencer:
Drivers of change and reform:
Facilitate sustainable economic prosperity
Greater income for social investment:
Cleaner Greener:

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD 5500/18) and Head of Regulation and Compliance (LD 4625/18) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Public consultation on the proposal has taken place in accordance with statutory requirements. As part of the consultation process meetings were held with parents, staff in the school and their trade union representatives.

Implementation Date for the Decision

Immediately following the expiry of the “call-in” period for the Minutes of the Cabinet meeting

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Appendices:

Appendix 1 – Statutory Public Notice

Appendix 2 – Complete Proposal

Background Papers:

1. Background

- 1.1 Sand Dunes Nursery has had financial challenges for a number of years but the head teacher and governing body have been able to restructure and reorganise the school to ensure that the school's budget was balanced. Unfortunately, because of increasing costs and static pupil numbers they are no longer able to set a balanced budget. The school is currently only half full and numbers are unlikely to increase.
- 1.2 During the consultation on children and family centres a number of issues were raised about the current numbers of children attending Sand Dunes Nursery School and its consequential impact on the Centre.
- 1.3 Governing Bodies have a duty to set a balanced budget each year and the Governing Body of Sand Dunes Nursery School has worked very hard over the last few years to reduce costs and set a balanced budget. This has been against a backdrop of a funding freeze, falling pupil numbers and increasing cost.
- 1.4 The Governing Body of Sand Dunes Nursery School met on 26 June 2018 to consider the financial position of the school going forward in the light of no foreseeable increase in pupil numbers and increasing cost. The Governing Body consider that they could not reduce costs to the level required to set a balanced budget due to statutory requirements around staff/pupil ratios. Following this meeting the Chair of Governors wrote to the Head of Schools and Families on 27 June saying, "as a Governing body we cannot by law set a deficit budget and at a full Governors' meeting on 26th June it was agreed that there was no alternative but write to yourself stating that the school is no longer financially viable and asking you to consider undertaking a consultation on proposed closure."
- 1.5 The above was considered by Cabinet on 26 June 2018. Cabinet agreed to commence a statutory consultation on a proposal to close Sand Dunes Nursery School at the end of the 2018/19 academic year because it is no longer financially viable. The consultation process was presented to the Public Engagement and Consultation Panel on 16 August 2018
- 1.6 Consultation took place in accordance with the requirements of the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013. During the consultation period meetings were held with interested parties and the consultation period ran from 25 August until 19 October.

2. Statutory Process

- 2.1 The statutory process for discontinuing a school is contained in the School Organisation (Establishment and Discontinuance of Schools) Regulation 2013 and has five stages as follows:

Stage 1	Consultation – 24th August to 19th October 2018	This is the start of the process when the Local Authority provides information about what is being proposed and gathers the views of interested parties to help them develop the proposals. This period usually lasts for a minimum of six weeks.
Stage 2	Publication - 14th November 2018	A legal notice is published in the local paper (usually the Champion) and on the Council website which sets out brief details of the proposal for closure and where more information can be found. It also gives details of where objections and comments can be sent and the closing date for these. It marks the start of the representation period or formal consultation.
Stage 3	Representation - 14th November 2018 to 12th December 2018	This is a four-week period from the date the notice is published to allow interested parties the final opportunity to send objections and comments to be taken into consideration by the decision maker. It is classed as the formal part of the consultation process.
Stage 4	Decision – 10 January 2019	All the objections and comments gathered during the representation period are provided to the decision maker to enable them to make the final decision to close or not.
Stage 5	Implementation	Depends on decision made at Stage 4.

- 2.2 At its meeting on 1st November 2018 Cabinet considered the outcome of the statutory consultation process with regards to the proposal to close Sand Dunes Nursery. Cabinet resolved to publish a statutory notice for the closure of Sand Dunes Nursery. The notice was published on the Council's website and in the Champion Newspaper, in accordance with current legislation, on 14th November 2018 and this was followed immediately by a four-week representation period. The notice was also displayed at the entrance to the school. A copy of the notice and complete proposal is attached at Appendix 1 and 2.
- 2.3 In accordance with the Council's Constitution, the Head Teacher of Sand Dunes Nursery School had submitted a petition, which opposed the closure of the nursery. And was presented to Cabinet. The presentation referred to the number of children who currently attend Sand Dunes Nursery School, who are classed as vulnerable and have external involvement from various other agencies and suggested that there were other alternatives to closing the maintained nursery that are potentially viable and should be fully explored before a decision is made to close the nursery, such as:

- Merging or working with other maintained nurseries in the area, before Sefton runs the risk of losing all four, and having a bigger cumulative financial debt. The proposal is to combine the three settings in South Sefton within the premises of Sand Dunes. During the consideration and onset of this proposal it is proposed that Sand Dunes reduces its staffing in order to stop the deficit increasing.
- Using Sand Dunes as a profitable educational training hub. Many other settings are having to attend courses/training outside of the area, and Sand Dunes are already providing advice and training for other local settings.
- Consider using Sand Dunes as a specialist provision for those with Special Educational Needs, to free up places in similar settings, such as Rowan Park.

2.4 Officers were requested to continue to explore all the alternative suggestions put forward and include the outcome in the determination report. Officers met with the Chair of Governors and the Headteacher who submitted their proposals in more details. The outcome of these options is noted below in section 3.

3 Consideration of Options put forward by Sand Dunes

3.1 Following on from the November Cabinet an initial meeting took place with the school to explore the proposed options. At the meeting, the option with the other maintained nurseries was discounted as well as alternative local authority funding and the discussions focussed on:

- An interim restructure to reduce costs whilst income generating options were developed
- Proposal to use Sand Dunes as a specialist provision for those with SEN
- Development of Sand Dunes as a Hub for Early Years Adult and Student Learning

3.2 The interim structure is intended to reduce costs without affecting income whilst income generating proposals are developed. The proposal would result in significant staffing reductions but the setting would still be operating at a deficit of £18.000 per year. The proposal would see cessation of all wraparound support which came out in the consultation as one of the reasons parents attend Sand Dunes, therefore, it is highly likely that future numbers (and hence income) would reduce which would increase this deficit. In addition, there would be extra costs of redundancy and pay protection for staff affected by the restructure as well as the current projected deficit which would significantly increase the liability for the local authority for which there would be no identified budget. Any staffing changes would take time to implement which would further increase the Council's requirement for financial support. The financial position of the school has worsened during this period as well which would make this proposal even less feasible.

- 3.3 Developing Sand Dunes as a specialist provision for those with Special Educational Needs would be challenging given there is no additional funding to create the specialist places. There are other nurseries which also have this expertise and already support children with special educational needs which are rated as good or outstanding. Currently provision for SEN and Resourced Placed Provision is being reviewed with an initial report due in February 2019 which is likely to recommend that provision to support children with SEND should be local to where they live. In order to do this funding would need to be taken from another setting which would be likely to cause financial problems at that setting. This has not been discussed with other settings and would be unlikely to be accepted by them. There is also the likelihood of increased transport costs for the local authority if children have to travel to provision outside of their local area or miss out because families cannot afford the travel costs. Officers view it that this option is very unlikely to be viable for the reasons stated above.
- 3.4 Development of Sand Dunes as a profitable educational training hub was also considered. Support for Early Years training is already provided by Sefton with an in-house team, this would set up Sand Dunes in direct competition to Sefton selling to the same market and would simply take funding from one service area to another. Initial work suggests that the current market is not sufficient to support both providers so one of them would be likely to fail. The Headteacher delivering courses on behalf of Sefton Community Learning was suggested, with a reduced staffing complement, it is unlikely the Headteacher will have the capacity to deliver regular courses and therefore will be unable to income generate from her own teaching. The proximity of Sefton Community Learning Centre is important as it has just acquired additional delivery rooms to extend their offer. In addition, Seaforth Family Wellbeing Centre, adjacent to Sand Dunes will continue to deliver and extend its menu of adult courses and family learning opportunities as part of the Locality Offer. The ethos of Early Intervention and the Council's Locality Wellbeing model alongside working with the Community, Faith and Voluntary sector, is to provide services at little/no cost to vulnerable families. Additional costs would also be incurred in providing evening or weekend courses -keeping the building open/ staff costs locking up. The school have not put together a business plan showing costs and income or how they would gain market share in an area which is unlikely to grow and is already saturated. Even if successful, given the likely costs of operation, this option would be very unlikely to generate the income levels required to balance the school's budget.
- 3.5 Another option to income generate is to support additional students as the nursery currently only takes on one student at a time. Even if the number doubles and more support time is offered this would only generate modest sums. Such contributions would be sketchy and sporadic without long term commitments. Officers do not believe the amounts of income this might generate would be enough to bring the Nursery into surplus or to contribute towards its already deficit position.
- 3.6 To conclude the options put forward by Sand Dunes to merge or work with other maintained nurseries do not appear viable as the other nurseries are

already working on federating without Sand Dunes. Nor does the proposal around SEN as this is also provided by other nurseries and would simply move the funding around the system. In terms of income generation, the potential is limited, for both Early Years Training and student support and it is unlikely that Sand Dunes would generate the necessary income to balance the budget.

4. Representations relating to the Proposal

- 4.1 At the end of the representation period no representations had been received in response to the public notice.

5. Decision making Process

- 5.1 In accordance with the School Organisation (Establishment and Discontinuance of Schools) Regulation 2013 the local authority will be the decision-maker for the proposal.
- 5.2 The decision must be made within a period of two months of the end of the representation period or it must be referred to the Schools Adjudicator.
- 5.3 The Department for Education does not prescribe the exact process by which a decision-maker carries out their decision-making function. However, the body or individual that takes the decision must have regard to the statutory decision makers guidance contained in "Opening and closing maintained schools: Statutory guidance for proposers and decision-makers" published by the DFE at the following link:
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>
- 5.4 When issuing a decision, the decision-maker can:
- reject the proposal;
 - approve the proposal without modification;
 - approve the proposal with modifications, having consulted the LA and/or governing body (as appropriate); or
 - approve the proposal – with or without modification – subject to certain prescribed events (such as the granting of planning permission) being met.
- 5.5 Where the LA is the decision-maker, within one week of making a determination they must arrange for their decision and the reasons for it to be published on the website where the original proposal was published. They must arrange for notification of the decision and the reasons for it to be sent to:
- the Secretary of State;
 - the governing body/proposers (as appropriate);
 - the Schools Adjudicator;
 - the trustees of the school where relevant e.g. site trustees);
 - The local church of England diocese;

- The local Roman Catholic diocese;
- Any other body that they think is appropriate (e.g. other relevant religious authority).

6 Rights of appeal against a decision

6.1 Within four weeks of the decision being made the following bodies may appeal to the Schools Adjudicator against a decision made by an LA:

- the local Church of England diocese;
- the local Roman Catholic diocese;
- The governors and trustees of a foundation, foundation special or voluntary (VC or VA) school that is subject to a proposal for closure

6.2 On receipt of an appeal, an LA decision-maker must then send the proposal, representations received and the reasons for their decision to the Schools Adjudicator within one week of receipt. There is no right of appeal on determinations made by the Schools Adjudicator.

7. Implementation

7.1 The proposer must implement the proposal in the form approved, taking into account any modifications made by the decision-maker.

7.2 Following the notification to the Secretary of State, the DFE's school organisation team will make the necessary changes to the department's Register of Educational Establishments (Get Information About Schools).

8. Matters to be considered in determining the proposal

8.1 Financial Position

8.1.1 Sand Dunes Nursery School has been struggling financially for a number of years and the Governing Body has worked hard to reduce costs and set a balanced budget.

8.1.2 The table below summarises the financial position of the school over the last two years and the projected financial position for 2018/19 to 2019/2.

Year	2016/17	2017/18	2018/19	2019/20
		**		
Total Expenditure	230,039	403,508	420,475	485,593
Total Funding	203,079	239,341	250,373	250,373
Budget surplus / deficit	- 26,960	-164,167	-170,102	-235,220
Balances / deficit B'fwd	54,620	27,660	-136,507	-306,609
Est. Balances / deficit C'fwd	27,660	-136,507	-306,609	-541,829

** includes provision of the 2-year-old offer from 1st April 2017 following staffing restructure and the closing of the child care provision in the Nursery School in March 2017

- 8.1.3 The Governing Body has worked hard to reduce costs each year. However, even with savings in expenditure, the school has had to use all of the its' balances and still closed last financial year with a deficit.
- 8.1.4 The current financial position indicates that the school is currently overspending by approximately £170,100 in the year and is carrying forward a financial deficit from 2017/18. The projected financial position for 2018/19 is a deficit of -£306,609.
- 8.1.5 As part of the consultation parents and staff asked if funding could be found to keep the school open. However, there is no funding available within the DSG to do this. There is also no unallocated funding within the Council's core budget to bridge the funding detailed above.
- 8.1.6 Should the school close in August 2019 the closing school deficit budget is predicted to be -£404,600 and this will need to be met by the local authority. There will also be closure costs that will need to be factored into the final deficit position but these are unknown at this time and so cannot be quantified.

8.2. **Standards**

- 8.2.1 Sand Dunes Nursery School was rated as good at its last Ofsted inspection. The majority of other settings in the area are also rated good or outstanding (100% of maintained nursery places and 97% of PVI Daycare).

8.3. **Pupil Places**

- 8.3.1 Sand Dunes Nursery School is approximately 50% full. The school currently has 78 places. On 4th October 2018 (School Census Return) there were 6 full-time pupils and 52 part-time pupils (32 FTE). 29 of the pupils will require a nursery place in 2019/20.

There is capacity in other settings in the local area (Based on the January 2018 sufficiency survey there are 29% vacant places in maintained nurseries and 31% in PVI Daycare).

8.4 **Impact on the community**

- 8.4.1 There will be an impact on children and families who require a place in a nursery school. The impact is mitigated as there are places available in other nurseries in the area but this will obviously depend on where pupils live. The Family Wellbeing Centre located on the same site will not be affected by this proposal and will continue as part of the Council's locality service. Details of

distances from Sand Dunes Nursery to other maintained nurseries in the area are included in the complete proposal attached at Appendix 2.

- 8.4.2 If the closure proposal is approved then a closure project group will be established to address the many operational issues associated with a school closure. Support will be provided for parents seeking alternative nursery places.
- 8.4.3 The site and building are owned by Sefton Council and will need to be kept secure and tidy following closure.

9. Summary and Conclusion

- 9.1 Following the proposal from the Governing Body to consult on the closure of Sand Dunes Nursery School consultation ran for 8 weeks from 24 August to 19 October. A range of stakeholders were directly engaged and public meetings were held with staff and parents. The public notice was published on 14th November 2018 and the representation period ended on 12th December 2018.
- 9.2 A range of comments were made during the consultation and representation period on the perceived impact of closing the school.
- 9.3 During the consultation process there was a great deal of passion from parents and staff for the school to remain open and concern about what would happen to their children and the local community if the school closed. However, no viable and sustainable proposals to address the budget deficit and keep the school open were received.
- 9.4 Should the school close at the end of August 2019 the closing school deficit budget is predicted to be -£404,600 which will need to be met by the local authority along with the costs of closing the school in terms of redundancy costs etc. Any delay in closing the school will result in a significant increase in the deficit the Council would be responsible for.
- 9.5 There are sufficient places in other high quality local settings to accommodate all the pupils from Sand Dunes Nursery if the school closes.
- 9.6 In conclusion, having explored all available options and considered the detail set out in the report above, the only realistic way forward is to proceed with the proposal to close the school at the end of this academic year (31 August 2019) as set out in the statutory notice.

PUBLISHED STATUTORY NOTICE

Sand Dunes Nursery School, Caradoc Road, Seaforth L21 4NB

Notice is given in accordance with Section 15(1) of the Education and Inspections Act 2006 that Sefton Council intends to discontinue Sand Dunes Nursery School, Caradoc Road, Seaforth L21 4NB on 31st August 2019.

This notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from School Organisation Team, Sefton Council, Town Hall, Bootle L20 7AE or at www.sefton.gov.uk/sanddunes

Within four weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to School Organisation Team, Sefton Council, Town Hall, Oriel Road, Bootle L20 7AE or by emailing school.organisation@sefton.gov.uk

Signed: M. Carney, Chief Executive and Authorised Officer of Sefton Metropolitan Borough Council.

Publication Date: 14th November 2018

STATUTORY PROPOSAL TO DISCONTINUE SAND DUNES NURSERY SCHOOL, SEAFORTH

Notice is given in accordance with section 15 (1) of the Education and Inspections Act 2006 that Sefton Council intends to discontinue Sand Dunes Nursery School with effect from 31st August 2019.

Contact Details

The proposal to discontinue Sand Dunes Nursery, Caradoc Road, Seaforth L21 4NB is being published by Sefton Council. Contact details: School Organisation Team, Sefton Council, Town Hall, Oriel Road, Bootle L20 7AE, email:

school.organisation@sefton.gov.uk

Implementation

The date for implementation of this proposal is 31st August 2019.

Reason for Closure

Sand Dunes Nursery has had financial challenges for several years, but the head teacher and governing body have been able to restructure and reorganise the school to ensure that the school's budget was balanced. Unfortunately, because of increasing costs and static pupil numbers they are no longer able to set a balanced budget.

Even with savings in expenditure, the school has had to use all the school's balances and still closed last financial year with a deficit. The Governing Body has considered all options and are not able to address the increasing deficit and bring the budget back into a balanced position. As a result, Sand Dunes Nursery is not financially viable.

Impact on the community

There could be an impact on children and families who require a place in a nursery school. The impact is mitigated as there are places available in other nurseries in the area.

Pupil numbers and admissions

The school currently has 78 places. On 4th October 2018 (School Census Return) there were 6 full-time pupils and 52 part-time pupils (32 FTE). 29 of the pupils will require a nursery place in 2019/20.

Displaced Pupils

There is capacity in other settings in the local area (based on the January 2018 sufficiency survey there were 29% vacant places in maintained nurseries and 31% in PVI Daycare). Impact on the pupils and families will depend on where they live. Pupils attending Sand Dunes Nursery were recorded on the October 2018 School Census with postcodes in L20, L21 and L30. At the time of the May 2018 School Census, which takes places in the summer term, there were a total of 171 FTE places still available in

maintained schools in the Bootle (L20), Netherton (L30) and Litherland/Seaforth (L21) areas. The schools are listed below.

Maintained Nursery Schools

There are two other maintained nursery schools in the area and nursery classes located at maintained primary schools as follows. The figures in brackets show the walking distance from Sand Dunes Nursery.

Maintained Nurseries in Bootle area – L20

Cambridge Nursery School (2.1 miles)
Greenacre Nursery School (1.5 miles)
All Saints Catholic Primary School (0.9 miles)
Christ Church Primary School (1.8 miles)
Linacre Primary School (1.1 miles)
Springwell Park Primary School (1.7 miles)
St Monica's Primary School (1.9 miles)
St Robert Bellarmine Catholic Primary School (1.5 miles)
Thomas Gray Primary School (0.9 miles)

Maintained Nurseries in Litherland /Seaforth area – L21

English Martyrs Catholic Primary School (1.1 miles)
Hatton Hill Primary School (1.7 miles)
Lander Road Primary School (1.0 miles)
Litherland Moss Primary School (1.8 miles)
Our Lady Queen of Peace Catholic Primary School (1.9 miles)
Our Lady Star of the Sea Catholic Primary School (0.4 miles)
Rimrose Hope CE Primary School (0.6 miles)
St Elizabeth's Catholic Primary School (1.1 miles)

Maintained Nurseries in Netherton area – L30

Netherton Moss Primary School (2.5 miles)
The Grange Primary School (3.2 miles)
Our Lady of Walsingham Catholic Primary School (2.5 miles)
St Benedict's Catholic Primary School (3.4 miles)
Holy Spirit Primary School (2.4 miles)
St Oswald's CE Primary School (2.8 miles)

There are also other nursery providers in the area, which have available places. More information is available at: www.seftondirectory.com/childcare where there is a full list of all nursery providers in Sefton. The information service can also be contacted by email at fis@sefton.gov.uk or via the Sefton Council Contact Centre on **0345 100 0845**. If the decision is made to close the school Sefton will arrange for an officer to be available at the school to provide details of alternative provision, provide support and answer any questions that parents/carers may have.

The majority of nursery provision in the area has been judged good or outstanding by Ofsted.

The procedure for responses:

A public notice was published in the Champion on 14th November 2018. The notice is displayed at all main entrances to the school. It is also available on Sefton Council's website at: www.sefton.gov.uk/sanddunes

Within four weeks from the date of publication, any person may send in a response supporting, objecting or commenting on the proposal to the School Organisation Team, Sefton Council, Town Hall, Oriel Road, Bootle L20 7AE, or by emailing school.organisation@sefton.gov.uk. The final date for sending in written representations is 5pm on 12th December 2018.