



Coteford Infant - Process for the Closure of Specials Resourced Provision (SRP)

The below process is covered in [Making significant changes \('prescribed alterations'\) to maintained schools guidance - Page 29 to 30 and 35 to 40.](#)

For a community school, the Local Authority is the proposer and the decision maker to establish, remove or alter a SEN provision within a mainstream school and must follow the statutory process. Local Authority Officers will therefore lead on the consultation process and any reports that need to be submitted.

Proposed Timeline:

The timeline for the consultation is set out below, and further information will be shared with the school as the process progresses.

September 2024

- Mid-September the school will be provided with a Public Notice to be displayed in and around the school notifying local residents and parents of the ongoing consultation
- Consultation will then last 4 weeks (25th September to 25th October) where local residents and parents will be able to submit their views - links to the consultation page on Hillingdon's website will be shared with the school and will need to be added to the Coteford Infants website.

November 2024

- Following the consultation closing, a report will be written and submitted to Children, Families and Education Select Committee (13th November)

December 2024

- The report will then go to Cabinet (12th December) for approval and a formal decision will be shared with DfE.

July 2025

- If the proposal is approved at Cabinet, the SRP will formally close in July 2025 at the latest, but may close earlier in conjunction with the school, and based on any responses to the consultation.

Note: *If there are not any objections to the consultation proposal, the decision can be made to close the SRP by the Lead Member, without a report being submitted to Cabinet.*