Proposed Opening of a School Based Pre-School Provision for 3 and 4 year olds at Lugwardine Primary Academy.

This document contains information that will help you understand the issues surrounding this proposed change. If you require any additional information not included in this document to enable you to make a response, please contact the school office:

Consultation dates:	Monday 23 November – Noon Thursday 17th December 2026
Address:	Lugwardine Primary Academy Barneby Avenue Hereford HR1 4DH
Email:	admin@lugwardine.hereford.sch.uk

Dear Parents / Guardians/ Governors / Colleagues

Consultation on Lugwardine Primary School's proposed establishment of a pre-school (SBN for 3 and 4 year olds)

This document explains:

- Why we feel it is appropriate to consider setting up a pre-school for children aged 3+
- The timescale for the consultation
- Who is being consulted
- What happens at the end of the consultation period

Have your say

It is very important that all those involved have a say. A copy of the response form can be downloaded from the school website.

If you are unable to access the online response form, please email the school office: admin@lugwardine.hereford.sch.uk

Responses must be submitted to the address or email above

Responses must be received by noon on Thursday 17th December 2026.

Yours sincerely,

Mrs Kim Lane
Headteacher

Background information

Herefordshire Council, as the Local Authority responsible for education provision, has a statutory responsibility to secure, as far as is reasonably possible, early years education provision that is of good quality, accessible, flexible, inclusive and provided through a range of settings to meet parental demand for childcare for children aged two, three and four. All three and four year olds are eligible for 15 hours of childcare per week regardless of income or employment status. Eligible working families can receive an additional 15 hours of free childcare, bringing the total to 30 hours per week.

It has been identified that there is a need for further Pre-School places in areas surrounding our geographical location.

The Proposal

The school Governing Body (Trustees) feels that the time is right to consider the incorporation of the provision for three-year-old (3+ pre-school) children into the school alongside our current provision for Reception children.
This school-based provision will operate within our school building, and we plan to adapt our current Early Years Classroom and other facilities to meet the needs of our younger children.

The government recognise that Quality school-based pre-school provision is popular with parents, especially families with multiple children. It can mean a single point of contact, easier drop-offs and pick-ups and continuity of care from the beginning of a child's education.
It can also provide parents with flexibility around pick up times if parents have multiple children at one school.
We would hope that if this change is approved, we would implement it by September 2027. We also recognise that the pre-school will likely grow over each year that it is used. As children turn 3 they will start so numbers in the Autumn Term, Spring Term and Summer term is likely to increase.

Evidence of Demand

Over recent years a number of children who are within the catchment of Lugwardine Academy have gone on to attend other primary schools because there was no pre-school provision within the catchment area. Local Authority information says that while the school is not directly in an area of need it borders areas of need for additional places. Recent increases in government funding has led to higher demand for nursery places.

Accommodation Required

The school has calculated that it could accommodate Pre-School children if we do not achieve our full PAN of 30 in our Reception class. The classroom space can accommodate this and some changes to our toileting facilities are planned to take place in advance of starting the provision. It may be that in future years we would accept more or less children in our Pre-School subject to a maximum of 30 children in this class. Our Pupil Admission number (PAN) for Reception class therefore will not be affected. Our Reception class PAN is 30. If the school accepts less than 30 children in reception, the number of pre-school children it could accept will increase pro rata, but if less children are in Reception than 30 the school would need to guarantee that we could provide places for 30 children in Reception year. Therefore, the accommodation of additional Pre-School places should not be allowed to prevent the school from accommodating 30 Reception children.

How the decision will be made

At the conclusion of this consultation period the Governors and trustees of Three Counties Academy Trust will consider any issues that have been raised before deciding whether to make a significant change application to the regional office.

Who is being consulted?

This document will be made available to:

- Parents and carers of pupils attending the school
- Staff and Governors of other local schools
- Local Parish Council
- The Local Authority

What happens next?

Consultation Phase
During the consultation phase anyone with an interest can express their views on the options expressed in this document. This document, forms part of this consultation.

Submission of formal proposal to Local Authority
The Governors / Trustees will take note of issues raised during the consultation. At the conclusion of the consultation period a decision will be made whether to submit a formal proposal to the regional office.

Implementation

If approved, this proposal will be implemented by the school from 1st September 2027.