



*"Inspiring a love of lifelong learning"*

**Headteacher: Mrs N Kelly**  
**Deputy Headteachers: Mrs J Dunmall & Miss L Innes**  
**Chair of Governors: Mrs S Ford**

Bury Avenue, Hayes, Middlesex, UB4 8LF T: 020 8845 1707 / 3473 e: [office@charvilleacademy.org](mailto:office@charvilleacademy.org) [www.charvilleacademy.org](http://www.charvilleacademy.org)

9<sup>th</sup> December 2024

Dear Stakeholder

**Charville Academy: Proposal document to open Nursery Provision to 2-year-olds from September 2025**

The Governors and Senior Leadership Team at Charville Academy will provide Nursery places for children from 2 years of age.

The proposed change will not affect the current pupils or those who choose to accept an offer for a place in September 2025. All current and future parents/carers and any other interested stakeholders can make comments on this proposal, information on how you can do this is detailed at the end of this letter, under the section titled "How to make your views known".

**Background**

Charville Academy is a primary Academy in the London Borough of Hillingdon for pupils aged 3 - 11. It has a 'Good' rating from Ofsted from the most recent inspection in May 2023. The school has a Reception year published admission number (PAN) of 60 pupils and a Specialist Resource Provision (SRP) Unit for 16 pupils with an Education, Health and Care Plan (EHCP) requiring additional support for Autism (ASD).

**Specific Proposal**

To offer places within the Nursery setting for 2-Year-Old pupils at Charville Academy.

The Nursery will build up its 2-Year-Old pupil numbers over a time frame, based on available spaces and demand for pupils currently in the admissions age bracket.

All pupils will be on the School/Nursery roll of Charville Academy.

The 2-year-old pupils will be located in the existing Nursery building which has the space and capacity to accommodate them. This space consists of dedicated rooms for a range of activities and will utilise space currently available within the existing site.

The Nursery staffing will increase to accommodate the additional pupils and the government defined ratios for 2-year-old pupils. The structure of the staff will develop based on the number of pupils. Ultimately the management and responsibility will lie with the Headteacher.

The governors of Charville Academy will have oversight of the 2-year-old Nursery places.

**How To Make Your Views Known**

**The consultation will run from Monday 9<sup>th</sup> December 2024 to midday on Friday 10<sup>th</sup> January 2025.** All stakeholders are invited to submit comments in writing about the proposal to:



Nursery Consultation  
Charville Academy  
Bury Avenue  
Hayes  
Middlesex  
UB4 8LF

Or email to: [office@charvilleacademy.org](mailto:office@charvilleacademy.org) (title email **Nursery Consultation Charville Academy**)

For the duration of the consultation the Charville Academy website will display the following documents:

- Stakeholder letter
- School website: [www.charvilleacademy.org](http://www.charvilleacademy.org)
- School email: [office@charvilleacademy.org](mailto:office@charvilleacademy.org)
- Lead Contacts: Mrs N Kelly (Headteacher), Mr M Wilkinson (School Business Manager)

Stakeholders are deemed to be:

- Parents/carers of children aged between 2 and 11 years of age
- All other admission authorities within the relevant area
- Hillingdon Education Authority
- Regional Department for Education (DfE) Directors
- Any adjoining neighbouring local authorities where the admission authority is the local authority
- Other persons in the local area who may have an interest in the proposed new arrangements

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Kelly', with a long horizontal flourish extending to the right.

**Mrs Nicola Kelly (Headteacher) and Mr Matthew Wilkinson (School Business Manager)**