



“Inspiring a love of lifelong learning”

Headteacher: Mrs N Kelly

Deputy Headteachers: Mrs J Dunmall & Miss L Innes

Chair of Governors: Miss H O’Brien

Bury Avenue, Hayes, Middlesex, UB4 8LF T: 020 8845 1707 / 3473 e: office@charvilleacademy.org www.charvilleacademy.org

22nd May 2026

Dear Stakeholder

Charville Academy: Proposal document to open a Designated Unit (DU) in September 2026

The Governors and Senior Leadership Team at Charville Academy will provide 10 places for children with Educational Health Care Plans that specify Autism (ASD).

The proposed change will not affect the current pupils or those who choose to accept an offer for a place in September 2026. 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.

A Designated Unit (DU) can be defined as ‘a mainstream school teaching space where places are reserved for children who have a specific type of Special Educational Needs and Disabilities (SEND) which requires an Education, Health and Care Plan (EHCP) and who are taught mainly within in separate classes with specialist staff.’

Specific Proposal

To establish a DU Unit for children requiring additional support for Autism (ASD) at Charville Academy.

Children will have an EHCP, and can be admitted in addition to the school's PAN.

All pupils will be on the school roll of Charville Academy.

The DU will be located in specialist, dedicated accommodation within the Charville Academy building. This will consist of dedicated classrooms, a therapy room and external space.

The DU will have a member of staff designated as the DU leader. Ultimately the management and responsibility will lie with the Headteacher.

The governors of Charville Academy will have oversight of the DU.



How To Make Your Views Known

The consultation will run from Friday 22nd May 2026 to midday on Friday 12th June 2026. All stakeholders are invited to submit comments in writing about the proposal to:

DU Consultation
Charville Academy
Bury Avenue
Hayes
Middlesex
UB4 8LF

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

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

- Stakeholder letter
- School website: charvilleacademy.org
- School email: 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 3 and 11 years of age
- All other admission authorities within the relevant area
- Hillingdon Education Authority
- Regional Schools' Commissioner
- 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



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

