

Please read the Net Capacity guidance (DfES/0739/2001REV) before filling in this form for the first time. This form can be used to assess any secondary, middle deemed secondary or upper school. It is easiest to use the computer spreadsheet, available at www.dfes.gov.uk (search for 'netcapacity'). Use this page to identify the basic information required. List all spaces in the Net Area Schedule on page 2 (following the notes on the facing page). All boxes shaded in grey will be worked out automatically in the computer spreadsheet. The 'Declaration of Accuracy' should be signed by the Head Teacher and a representative of the Local Education Authority.

School Details

LEA

DfES LEA/school number

date

school name

age range to

utilisation factor u

	'u'	'u'
9 - 13	0.83	11 - 18
10 - 13	0.81	12 - 18
11 - 13	0.79	13 - 18
11 - 16	0.75	14 - 18
12 - 16	0.73	16 - 18
13 - 16	0.72	
14 - 16	0.69	

first admission year (if below 16)

normal year of admission

for instance 'Y7'

number of years up to age 16 a

number of years, up to age 16, that those in the admission year will be at this school (e.g. '5')

planned admission number b

if known; if in Y12, further agreed admission number beyond those 'staying on'

no. of sites l
 m

(second admission year, if applicable) (Y12 admission, if applicable)

c f

d g

e h

$e = (c \times d) / b$ $h = (f \times g) / b$

sixth form data

FTE NoR in Year 11

FTE pupils staying on post-16

'stay-on rate'

this year i

last year j

year before last

Post-16 numbers should only include pupils remaining at the school in Years 12 to 14. Calculate the 'stay-on rate' to nearest two decimal places by dividing the post-16 numbers by the PREVIOUS Year 11 (e.g. 1.33). In new sixth forms use proposed numbers.

average sixth form 'stay-on rate' k $(i + j) / 2$

number of age groups n

$(a + e + h + k)$

If applicable: Description of

LEA designated Early Years and Childcare provision, if any

non-school and support provision, not normally available to the school during the school day

LEA designated specially resourced facilities, if any

non-school facilities (such as a community library, multi-agency facilities, or youth centre) or support facilities (such as an SEN support centre or a Learning Support Unit). Include the number of any additional specially resourced places, if applicable. Enter area in 'net area' column and note with an 'R' at step 4

LEA designated adult learning facilities, if any

(such as City Learning Centres, teacher training, or other Lifelong Learning facilities).

Enter area in 'net area' column and note with an 'A' at step 4

Net Area Schedule (and allocation of workplaces)

DfES no. **837/4004 & 4005** school name **Glenmoor & Winton Academies**

STEP 1				STEP 2				STEP 3		STEP 4	
Room Reference	Room Name (based on the activities the room is designed or equipped to accommodate)	'Non-Net' Area, if known (m ²)	Net Area (m ²)	general	light practical	heavy practical	large & perform.	Basic Workplaces	Resource Workplaces	Status	
Totals			3253	8884	115	30	2	8	2735	1300	
B01	Inclusion/ACC		54	1				0	33	R	
B02	Careers/Medical		58	1				0	36	R	
B03	Isolation Classroom		59	1				0	37	R	
B04	Heads of Year Office		59	1				0	37	R	
B05	Office		18	1				0	9	R	
B06	Store		9	1				0	3	U	
B07	Toilet	4								U	
B08	Stairwell (lower)	28								U	
B09	Office		28	1				16	0	R	
B10	Office		10	1				0	4	R	
B11	Stairwell (upper)	34								U	
Reception	Winton Reception		31	1				0	18	U	
Rectp Office	Winton Reception Office		17	1				0	9	U	
Storage	Storage	5								U	
WU01	Classroom		63	1				30	9	T	
WU02	Classroom		50	1				30	1	T	
WU03	Classroom		49	1				30	0	T	
WU04	Classroom		56	1				30	5	T	
WU05	Classroom		69	1				30	13	T	
WU06	Classroom		48	1				28	1	T	
WU07	Classroom		47	1				28	1	T	
WU08	Classroom		47	1				28	1	R	
WU09	Classroom		61	1				30	8	T	
WU10	Classroom		47	1				28	1	T	
WU11	Classroom		47	1				28	1	T	
WU12	Classroom		47	1				28	1	T	
WU13	Classroom		57	1				30	5	T	
WU14	Classroom		57	1				30	5	T	
WU15	Classroom		57	1				30	5	R	
WU16	Classroom		56	1				30	5	T	
WC Staff 3	Toilet	17								U	
Winton Upper	Corridor	229								U	
Maths office	Maths Office		9	1				0	3	U	
Maths office	Maths Office		9	1				0	3	U	
WU17	Stairwell	13								U	
WU18	Stairwell	13								U	
WU19	Stairwell	13								U	
LIFT	Lift									U	
WL01	Admin Office		43	1				0	26	U	
WL02	Classroom		73	1				30	16	T	
WL03	Classroom		48	1				28	1	T	
WL04	Staffroom		56	1				0	35	T	

Capacity Calculation

Basic Workplaces Resource Workplaces

Workplaces Not Included in Capacity Calculation (if measured)

early years and childcare facilities	0	0	workplaces in spaces marked 'E' at step 4, described under School Details
specialty resourced facilities	144	244	workplaces in spaces marked 'R' at step 4, described under School Details
adult learning facilities	0	0	workplaces in spaces marked 'A' at step 4, described under School Details

All calculations below should be **rounded down** to the nearest whole number.

Workplaces Included in Capacity Calculation 2591 p 1056 q totals of all workplaces except those shown above as excluded or marked 'W' at step 4

workplaces available in teaching spaces	2407	t	basic workplaces in spaces marked 'T' at step 4, or $((p + q) \times 70\%)$, if lower
capacity based on teaching spaces	1760	r	$((t-60) \times u)$ (u from School Details)
basic workplace allowance	75	s	$(75 \times l)$, plus 50 if (m) is less than $(10,000 + (30 \times r))$
maximum workplaces available	1760	v	(r), or $((p - s) \times 70\% \times u)$, if higher
minimum workplaces available	1584	w	$(v \times 90\%)$
capacity based on planned admission no.	1800	x	$(b \times n)$

Net Capacity 1760 y

if x is more than v, then $y = v$
 if x is between v and w, then $y = x$
 if x is less than w, then $y = w$

first admission year

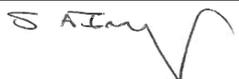
indicated admission number 352 z (y / n) rounded down (n, c, e, f and h as calculated under School Details)

(second admission year, if applicable) (Yr12 admission, if applicable)

$(z \times e) / c$ $(z \times h) / f$

Declaration of Accuracy

We confirm that we are satisfied with the accuracy of the information given under School Details and the status of spaces (step 4 of the Net Area Schedule) on this form.

Signature of Head Teacher		Date	18/ 03 /20	Signature on behalf of Local Education Authority		Date	/ /
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Use the Net Area Schedule to list all spaces in the net area of the school, following the notes below. Allocate each room a type, as listed below, and indicate the measured area in square metres. Finally, allocate the status of each space, as applicable.

DEFINITIONS & FORMULAE TO USE IN NET AREA SCHEDULE (opposite):

STEP 1: reference, name and area (m²) of all spaces in net area of all buildings

Include **all** usable spaces, both teaching and non-teaching, in the total net area; that is all spaces **except**:

- * residential or farm buildings in use as such, or intended for next use;
- * buildings condemned by the Authority as structurally unsafe;
- * buildings under the control of service or external bodies (such as telephone or electricity services, the Police or Health Service);
- * open-sided covered areas and any other area not intended to be secure and provide reasonable weather resistance;
- * areas with headroom of less than 1.5m, unless beneath an open mezzanine level;
- * additional area provided by open mezzanine levels in spaces of 3m or less in height;
- * toilets, washrooms and showers, including any associated lobbies, (including changing areas where these adjoin showers);
- * plant rooms, including lift rooms, boiler rooms, tank rooms, fuel stores, ducts or electrical intake cupboards;
- * internal walls, including structural walls, non-structural partition walls, columns, piers, chimney breasts and other projections;
- * school kitchen facilities for preparing school meals, including kitchen staff facilities and stores (except servery areas used for storage);
- * circulation space for essential access. 'Shared circulation' through mixed use areas (see guidance) can be measured or estimated as the most appropriate of **15%**, **50%** or **85%** of the area of which it is a part.

If in doubt refer to Net Capacity guidance for more detailed definitions.

STEP 2: definitions and formulae for types of space

Identify each space as one of the following types, by entering '1' in the appropriate column.

GENERAL

Any area not covered by descriptions below (including GNVQ/business rooms).

LIGHT PRACTICAL

Spaces equipped with specialist fixtures to provide: ICT rooms, libraries, science laboratories, science prep., wet or dry textiles, art, graphics, pneumatics, electronics, control technology, darkrooms, kiln rooms, recording studios.

HEAVY PRACTICAL

Spaces designed or equipped with specialist fixtures to provide: PE spaces below 120m² such as multi-gyms, small swimming pools; food rooms, multi-materials workshops and prep, engineering.

LARGE & PERFORMANCE

PE spaces over 120m² including sports halls, gymnasias, projectile rooms, large swimming pools; all halls (including any stage area), dining, drama, dance, music and media spaces; atria and malls.

Round up the following formulae to the nearest whole number to calculate the number of workplaces for each type of space:

(area/1.5)-3

if less than 6m², note as 1 workplace

(area/2.5)-4

if less than 12m², note as 1 workplace

(area/3.5)-5

if less than 21m², note as 1 workplace

if under 75m² **(area/2.5)-4**

if 75m² or more **(area/12.5)+20**

if less than 12m², note as 1 workplace

STEP 3: definition of workplaces

BASIC WORKPLACES are those between 15 and 30 or, in larger spaces, the highest multiple of 30 (e.g. 60, 90, etc.), unless marked 'U'.

RESOURCE WORKPLACES are those in spaces with less than 15 workplaces, or the remaining workplaces in spaces with more than 30.

STEP 4: definitions for the 'status' of each space

Use the appropriate code letter to note if any space is excluded from the capacity by being one of the following. The net area of these spaces should be measured and they should be listed in the Net Area Schedule (with areas entered in the 'net area' column). However, they will **not** count towards the net capacity of the school.

W CHAPEL OR OTHER PLACE OF WORSHIP, only one may be excluded, unless the school is on a 'split site', as defined by the LEA, when up to one may be identified for each site, where appropriate. Other ancillary spaces should not be marked but will usually be too small to affect the net capacity.

E LEA DESIGNATED EARLY YEARS AND CHILDCARE PROVISION, as noted under School Details on page 1.

R LEA DESIGNATED SPECIALLY RESOURCED FACILITIES, as noted under School Details on page 1.

A LEA DESIGNATED ADULT LEARNING AND SKILLS FACILITIES, as noted under School Details on page 1.

Or if any space is included as one of the following

T SPACES USED BY THE SCHOOL TEACHING SPACES, including libraries and study areas

·
U SPACES USED BY THE SCHOOL TEACHING SPACES, including libraries and study areas.

UNUSABLE AS BASIC WORKPLACES. Spaces unusable as potential teaching spaces:

* Spaces with no or very little light, ventilation or heating, or inadequate access or means of escape (such as basements, garages, storage containers, sheds or loft space used only for storage, or server areas also used for storage).

* Spaces or areas less than 3.5m wide (not including any shared circulation area).

* Indoor swimming pools.

* Dedicated cloakrooms and changing rooms (without showers) that have fixed benches and/or hooks.

* Usable area in spaces which are predominantly for circulation, such as malls or other large corridors, or atria.

When a space is marked 'U', all workplaces should be entered in the 'resource workplaces' column.

Capacity Assessment Form for Sec

as

as

as

1

0 0 0

"W"

"U"

Worship

Unusable

0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	9	0
0	0	0	0	0	4	0	0
0	0	0	0	0	28	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	34	0	0
0	0	0	0	0	0	31	18
0	0	0	0	0	0	17	0
0	0	0	0	0	5	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
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0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	17	0	0
0	0	0	0	0	229	0	0
0	0	0	0	0	0	9	0
0	0	0	0	0	0	9	0
0	0	0	0	0	13	0	0
0	0	0	0	0	13	0	0
0	0	0	0	0	13	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	43	26
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0

0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
	0			0			0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	13	0	0
0	0	0	0	0	13	0	0
0	0	0	0	0	13	0	0
0	0	0	0	0	20	0	0
0	0	0	0	0	0	20	0
0	0	0	0	0	22	0	0
0	0	0	0	0	0	10	0
0	0	0	0	0	15	0	0
0	0	0	0	0	5	0	0
0	0	0	0	0	0	25	0
0	0	0	0	0	7	0	0
0	0	0	0	0	245	0	0
0	0	0	0	0	16	0	0
0	0	0	0	0	0	11	0
0	0	0	0	0	0	20	0
0	0	0	0	0	0	15	0
0	0	0	0	0	4	0	0
0	0	0	0	0	24	0	0
0	0	0	0	0	8	21	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
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0	0	0	0	0	17	0	0
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0	0	0	0	0	0	0	0
0	0	0	0	0	15	0	0
###	0	0	0	0	###	0	0
0	0	0	0	0	87	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	35	0	0
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0	0	0	0	0	0	0	0
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0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	13	0
0	0	0	0	0	0	0	0
0	0	0	0	0	10	0	0
0	0	0	0	0	10	0	0
0	0	0	0	0	0	547	60
0	0	0	0	0	42	0	0
0	0	0	0	0	0	20	0
0	0	0	0	0	10	0	0
0	0	0	0	0	8	0	0

0	0	0	0	40	0	0
0	0	0	0	20	0	0
0	0	0	0	20	0	0
0	0	0	0	3	0	0
0	0	0	0	52	0	0
0	0	0	0	12	0	0
0	0	0	0	23	0	0
0	0	0	0	60	0	0
0	0	0	0	18	0	0
0	0	0	0	540	0	0
0	0	0	0	10	0	0
0	0	0	0	0	11	0
0	0	0	0	13	0	0
0	0	0	0	2	0	0
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0	0	0	0	0	9	0
0	0	0	0	0	9	0
0	0	0	0	17	0	0
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0	0	0	0	10	0	0
0	0	0	0	22	0	0
0	0	0	0	24	0	0
0	0	0	0	10	0	0
0	0	0	0	79	0	0
0	0	0	0	16	0	0
0	0	0	0	9	0	0
0	0	0	0	0	10	0
0	0	0	0	0	0	0
0	0	0	0	6	0	0
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0	0	0	0	0	59	30
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0	0	0	0	0	14	0
0	0	0	0	0	20	0
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0	0	0	0	15	0	0
0	0	0	0	0	0	0
0	0	0	0	8	0	0

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0	0	0	0	27	0	0
0	0	0	0	0	18	0
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0	0	0	0	0	13	0
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0	0	0	0	128	0	0
0	0	0	0	0	0	0
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0	0	0	0	20	0	0
0	0	0	0	0	5	0
0	0	0	0	0	5	0
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0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	2	0	0

