



Department
for Education

IEBT
Bishopsgate House
Feethams
Darlington
DL1 5QE

Wirral Wrap
Summerhill House
Beechwood Drive
Beechwood
Birkenhead
Wirral
CH43 9LB

registration.enquiries@education.gov.uk

Date: 21 June 2023

Our Ref: 344/6019

Dear Proprietor

Registration as an Independent School

We are writing with reference to your application to register Wirral Wrap (“the School”) as an independent special school. Based on the available evidence, the Secretary of State has decided that the Independent School Standards (ISS) are likely to be met in relation to the School once it becomes registered. We can confirm that Wirral Wrap has been entered on to the Register of Independent Schools and is now registered to admit pupils. The registration number for the School is **344/6019**, and should be quoted in all correspondence.

Details of your entry on the Register of Independent Schools is as follows:

Name and Address of school:

**Wirral Wrap
Summerhill House
Beechwood Drive
Beechwood
Birkenhead
Wirral
CH43 9LB**

Date of registration: 21 June 2023

Proprietor: Wrap (Wirral) CIC

Registered to admit: Boys & Girls

Age range: 11 to 14

Maximum number of pupils the school can admit: 32

Special Educational Needs: The school will provide for pupils with cognitive and learning needs; speech, language and communication needs; autism spectrum disorder; social, emotional and mental health needs; moderate learning difficulties; and specific learning difficulties.

Three month pupil data and inspection

Attached to this letter, you will find a form which requests details of pupil numbers, employee details (both teachers and other employees) and the fees charged by the School. This form should be completed within three months of the date of this letter or the admission of pupils, whichever is the later, and returned to the Independent Education Unit at registration.enquiries@education.gov.uk. Once the School is operational, we will arrange for Ofsted to inspect it. The purpose of this inspection is to confirm that the School continues to meet the ISS for registration once pupils have been admitted. This inspection will typically take place during the Schools first year of operation.

Teachers' pensions' regulations

As the proprietor, it may be helpful to know that the School may apply to be accepted under the teachers' pensions' regulations. Enquiries should be made, by email, to Capita Employee Benefits at tpestabs@teacherspensions.co.uk or, if you have no access to email, in writing to Capita Employee Benefits, 11B Lingfield Point, Darlington DL1 1AX. Please include the following information in your email –

- Details of the Primary Contact at the school for Teachers Pensions (Name, email address and phone number).
- Confirmation that the school is an “Independent school”
- Your DfE registration number (3 digit LA code/4 digit establishment code)

Religious designation

The Religious Character of Schools (Designation Procedure) (Independent Schools) (England) Regulations 2003, set out in detail how independent schools can become designated as having a religious character. If you wish to apply for an order designating the school as having a religious character please contact this department. If an order is not made and you adopt employment practices in respect of teaching staff which in any way apply religious grounds, you will be liable to challenge under The Employment Equality (Religion and Belief) Regulations 2003 and may have acted unlawfully.

Material changes

You should also be aware that Section 162 of the Education and Skills Act 2002 requires that all registered independent schools must gain approval from the Secretary of State before making any of the changes listed below:

- change of proprietor
- change of address
- change to the age-range of pupils

- change to the maximum number of pupils (registered capacity)
- change to whether the institution is for male or female pupils or both
- starting or ceasing to provide accommodation to pupils (boarding)
- starting to or ceasing to admit pupils with special educational needs (SEN)

Application for approval must be made in writing, and in the case of approval of a change of proprietor, must be made by the proposed new proprietor. The Secretary of State has the right to remove a school from the register if it has not obtained approval prior to making material changes¹.

Get Information About Schools (GIAS)

Get Information about Schools (GIAS) is the Department for Education's register and where information on organisations is recorded and maintained. An establishment's record should be updated as changes occur unless the change constitutes a material change. Examples of changes an establishment can update on GIAS includes a change of headteacher or contact details such as email address. Please note: if the field cannot be edited on GIAS and the change does not constitute a material change (i.e. a change to the number of pupils on roll within registered capacity), this will be updated annually from the data submitted on the school's School Level Annual School Census (SLASC) return and subsequently uploaded to GIAS.

Finally, more detailed information about your duties and responsibilities as the proprietor of the School can be found in Annex A: Further sources of information, which provides links to more information about the contents of this letter. Annex B sets out information about the Schools duties and responsibilities in relation to Fire Safety.

A copy of this letter has been sent to the local authority for Wirral.

Yours faithfully



Eliot Barrass
Independent Education Unit

¹ [Independent schools: making a material change - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/independent-schools-making-a-material-change)

¹[The Independent Educational Provision in England \(Provision of Information\) and Non-Maintained Special Schools \(England\) and Independent School Standards \(Amendment\) Regulations 2018](#)

Further sources of information

[The Independent Educational Provision in England \(Provision of Information\) and Non-Maintained Special Schools \(England\) and Independent School Standards \(Amendment\) Regulations 2018](#)

[The Education \(Independent School Standards\) Regulations 2014](#)

[The Education \(Provision of Information by Independent Schools\) \(England\) Regulations 2010 \(SI 2010/2919\)](#)

[The Education \(Independent Educational Provision in England\) \(Inspection Fees\) Regulations 2009 \(SI 2009/1607\)](#)

[The Education \(Independent Educational Provision in England\) \(Inspection Fees\) \(Amendment\) Regulations 2010 \(SI 2010/1002\)](#)

[The Religious Character of Schools \(Designation Procedure\) \(Independent Schools\) \(England\) Regulations 2003 \(SI 2003/2314\)](#)

[The Religious Character of Schools \(Designation Procedure\) \(Independent Schools\)\(England\) \(Amendment\) Regulations 2004 \(SI 2004 /2262\)](#)

[Independent schools: making a material change - GOV.UK \(www.gov.uk\)](#)

[Get Information About Schools](#)

[Keeping Children Safe in Education](#)

[Ofsted Framework for inspecting independent schools](#)

[Use of Reasonable Force](#)

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) (see www.opsi.gov.uk/si/si2005/20051541.htm) places responsibility on a 'responsible person', which in the case of an independent school is the proprietor. Under the order the 'responsible person' has a duty to:

- carry out a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date);
- produce a fire risk policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the school premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- provide staff and any others working on the school site with fire safety information.

Additionally, staff are required to take reasonable care.

Further advice about risk assessments can be found in Fire Safety Risk Assessment – Guide 5- Educational Premises ISBN: 978 1 85112 819 8. It explains how the law applies, what risk assessment is and how you may go about it. It also gives guidance on fire precautions. Information relating to boarding schools' sleeping accommodation can be found in Fire Safety Risk Assessment –Guide 3 -Sleeping Accommodation ISBN: 978 1 85112 817 4.

These publications can be downloaded at

<http://www.communities.gov.uk/index.asp?id=1162101> or purchased from the online shop <http://shop.communities.gov.uk/publications/> or ordered from Fire Safety Guides, PO Box 236, Wetherby, LS23 7NB, Tel: 0870 830 7099.

¹[The Independent Educational Provision in England \(Provision of Information\) and Non-Maintained Special Schools \(England\) and Independent School Standards \(Amendment\) Regulations 2018](#)