

Proposal to Establish a New Primary School in Birstall, Leicestershire

Application Form

Leicestershire County Council is inviting expressions of interest from Academy Proposers interested in sponsoring a new 210 place Primary School from September 2017 to serve the village of Birstall in Leicestershire. This application form must be fully completed and duly signed where indicated by Academy Proposers wishing to register their interest for consideration by the Council to operate the new school. **The closing date for this application is 12 noon on Friday 4th March 2016**

Contents

Introduction	Page 3
Submission of Application	Page 3
Assessment Process	Page 3-5
Application Form	Page 6-13
Form of Proposal	Page 14-15
Explanatory Notes for Applicants	Page 16 -19
Checklist for Submission	Page 20
Contact Details and Further Information	Page 20

Introduction

Academy Proposers wishing to express an interest in the operation of the new primary school, should do so by completing the enclosed Application Form. Could you please ensure that all sections are answered as fully as possible to the best of your ability, taking account of the information provided within the accompanying 'Information for Academy Proposers' and the guidance notes given at the end of this document.

Should you wish to do so, you may provide additional information to support your response to any particular section of your application.

Submission of Application

On completion could you please ensure that a full copy of your application is forwarded via email to academies@leics.gov.uk, and in addition a full hard copy and short executive summary (maximum two sides A4) posted to the following address;

C/o David Atterbury, Head of Strategy for Education Sufficiency
Expression of Interest for New Primary School
Leicestershire County Council
Children and Family Services
Room 100A
County Hall
Glenfield
Leicester
LE3 8RF

Please ensure that your application is signed where requested. At this stage electronic signatures or typed names will be acceptable. In the event that your organisation is selected by the DfE you may be required to resign this form with an original signature.

Please note that the closing date and time for receipt of completed applications is 12 noon on Friday 4th March 2016.

Assessment Process

Detailed evaluation of applications will be undertaken in accordance with the assessment criteria provided within the 'Information for Academy Proposers document'. A two stage process will be followed to determine the Council's preferred Academy sponsor for the new school, comprising of the initial written application, and followed by a presentation and interview by shortlisted proposers, and if necessary a visit to an existing similar Academy that they currently operate. Each stage of the application process will be allocated a weighted score as outlined below, and for those Academy Proposers shortlisted to the second stage, the total scores for each stage will be aggregated to determine an overall evaluation mark to determine a preferred sponsor.

Assessment Stage	Activity	% of Total Score
Stage 1	All applicants to complete the application form and submit with any accompanying information	40%
Shortlisting		
Stage 2	Short presentation by shortlisted applicants and interview by officer selection panel	40%
	*Visit (if necessary) to Academies/Free schools currently operated by shortlisted applicants	20%
Total Score	Addition of scores from Stages 1 and 2	100%
Scored by Officer Selection Panel		
Consideration by County Council Cabinet		
Sent to the RSC for a decision on Academy Proposer		

*In the event that visits to existing Academies/Free Schools are not required or deemed necessary by the Council then the scores awarded for the previous two stages will be increased proportionately to make adjustment for the percentage shortfall.

Stage 1

The information provided on the application form and any supporting documents will be assessed and scored against the following eight key areas:

- Applicant's relevant experience, general credentials and background.
- Applicant's education vision for the new school.
- Applicant's capacity to deliver school improvement and high quality outcomes for children and young people, underpinned by excellent teaching and learning practice.
- Applicants understanding of the local context in which the new school will operate.
- Applicant's plan for effective community engagement, with particular emphasis on partnership/collaborative working with other schools and involving parents and carers.
- Evidence of strong leadership and management.
- Organisational capacity and evidence of strong governance structures and good financial management.
- Evidence of well thought out proposals for opening arrangements for the new school, with particular relevance to recruitment, staffing structures and admissions arrangements.

Each key area above will be scored out of 5 based on the following judgements:

5 Excellent

Very strong evidence of an understanding and commitment to the vision for the new school and of the capacity and skills to deliver the new school fully in accordance with the requirements.

4 Good	Strong evidence of an understanding and commitment to the vision for the new school and of the capacity and skills to deliver the Academy in accordance with the Council's expectations.
3 Satisfactory	Reasonable evidence that the Academy Proposer can deliver the new school in accordance with expectations.
2 Does not meet some of the criteria	Doubts about whether the Academy Proposer can/ will deliver the academy in accordance with expectations.
1 Does not meet most of the criteria	Serious doubts about the capacity of the Academy Proposer to deliver the new school in accordance with expectations.
0 No information submitted	

Stage 2

Applicants shortlisted by the Council (up to a maximum of four Academy Proposers) will be invited to progress to Stage 2 of the assessment. Shortlisted applicants will be invited to attend a meeting with an Officer Selection Panel to give a short presentation of their proposals (maximum of 20 minutes) followed by a question and answer session, expected to be about one hour overall. The purpose of the Panel is to probe more deeply into specific aspects of the application and issues that may require more detailed answers than already given. The interview will also give the Panel a better understanding of the personal qualities of each of the applicant teams.

Shortlisted applicants are expected to be available for Stage 2 assessment from week commencing Monday 11th April 2016 until Friday 6th May 2016 – as much notice as possible will be given to enable a mutually convenient date and time.

Subsequent to the panel discussion the Council (at its sole discretion) may elect to visit an existing Academy/Free School currently operated by the Applicant, to assess their working practices.

Selection of Academy Proposer

The Council will add the scores achieved for Stage 1 and 2 of the assessment. The LA will send all assessment to the Regional Schools Commissioner who will make the final decision on which Academy Sponsor will be appointed.

Application Form

Proposal to establish a new Primary School to serve the Birstall area of Leicestershire

Section A. Your Organisation	
Name of Organisation:	
Main Address:	
Email Address:	
Telephone Number:	
Please state how you would describe your organisation/group:	<input type="checkbox"/> Academy/Free School <input type="checkbox"/> Local Authority maintained school <input type="checkbox"/> Independent School <input type="checkbox"/> Further Education/Post-16 College/University <input type="checkbox"/> Diocesan Authority <input type="checkbox"/> Other
If Other, please provide more details (if the main purpose of your business does not relate to education provision then please state clearly what your organisation does):	
Is your organisation an approved Academy sponsor registered with the DfE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If your organisation is not yet an approved Academy sponsor, have you:	
<input type="checkbox"/> Applied to the DfE and await approval <input type="checkbox"/> Applied to the DfE and had your request rejected <input type="checkbox"/> Not yet applied	
You are politely reminded that only approved Academy sponsors will be considered for the new school.	
In addition to any support/advice from the New Schools Network, did you put together this application with support from another company or organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please list the name(s) of the organisation(s) and describe clearly the role they played in developing your application. Please also describe the role (if any) you envisage for them in setting up and/or running the Academy or Free School if your application is successful:	

Name and address of supporting organisations:

The support they have or will be expected to provide:

What is your relationship to these organisations, for example part of a teaching alliance, formal partnership or collaborative arrangement?

Do you run any other schools or other types of education provision?

Yes
 No

If Yes, please provide details, this should include for each type of provision:

- The type of education you offer
- The age range of your school(s)
- The number on roll for each
- The latest OFSTED inspection judgement for each establishment and supporting information to evidence their current performance.
- Details of any Faith characteristic

Existing Providers Only

If you are an existing independent or Local Authority maintained school or an Academy, please state the age range and current number of pupils on roll and your capacity:

If you are an existing independent or Local Authority maintained school or an Academy, please state any Faith characteristic applicable to your school/academy.

If you are an existing independent or Local Authority maintained school or an Academy, please provide the date of your most recent inspection and a link to the report on the Ofsted or other inspectorate website:

If you are an existing independent or Local Authority maintained school or an Academy, please provide a link to your performance data for the last 3 years:

Operating Performance

In the last three years, have you or your company been removed as the operator of a school?

- Yes
 No

Have any schools that you have operated been placed in special measures, or designated as having serious weaknesses?

- Yes
 No

If you have answered 'Yes' to either of the above two questions, then please provide further details:

Lead Contact Details

Person making this application:

Position in company:

Email:

Telephone:

Please note the examples provided in each section below are not intended to provide an exhaustive list of questions to be answered, and are for guidance only.

Section B. Your Education Vision for the New Primary School

Please provide details in this section about for example:

- The education vision for your organisation, how is this vision being delivered in your existing school(s)?
- What is your vision based on, what are the key principles, is there an identifiable approach or ethos?
- How will your vision apply to the new primary school?
- What will be your education plan and key priorities/objectives for the new school, how will they help deliver your vision, what are the key innovations?

- How will you deliver a curriculum that is broad and balanced, meeting the needs of all children and the local community?
- Your approach to pupil well-being and attendance and how they link to your education vision?

The proposal should give strong, credible evidence that the new school will raise the overall standard of education available in the local area, adding very high- quality places to the system.

Your Answer (*Max 750 words*)

Section C. Your Capacity to Deliver School Improvement and High Quality Outcomes for Children and Young People, Underpinned by Excellent Teaching & Learning Practice

Please provide details in this section about for example:

- What is your approach to teaching and learning?
- What are your systems for monitoring and tracking the progress of children?
- How you will ensure gaps in achievement for pupils from vulnerable groups are smaller than the national average and continuing to close?
- How will you make use of the Pupil Premium?
- What strategies will you use to support the transition of children to Key Stage 3?
- How do you intend to seek out and share good practice within and beyond the school?
- How do you intend to make learning engaging and exciting for all children?
- What is your approach to promoting good behaviour in school and developing an ethos which fosters children's spiritual, moral and cultural development?
- What is your practice for attracting, retaining and developing the best teaching staff?
- What ongoing professional development and training programmes/opportunities will be provided to staff?
- What self-evaluation tools do staff use and how do these inform best practice?
- How will you deliver a strong inclusion policy that addresses the needs of all children?
- Particularly how will you ensure children with SEND learn in an inclusive

environment and achieve their full potential?

- How will you celebrate and promote equality and diversity?
- What is your safeguarding and child protection policy? How does this keep children, particularly the vulnerable, safe and free from harm?
- You may enclose with your application any relevant policies e.g. behaviour and attendance, inclusion, safeguarding etc.

Your Answer (*Max 750 words*)

Section D. Your Understanding of The Local Context in Which the New School Will Operate

Please provide details in this section about for example:

- How will your proposal enhance diversity and promote parental choice in the area?
- How will this compliment the strategic priorities of the Council, in relation to provision for children and young people and their families?
- What specific aspects of your proposal address any unique factors or areas of need in relation to the local context?

Your Answer (*Max 300 words*)

Section E. Your plan for effective community engagement, with particular emphasis on partnership/collaborative working and involving parents and carers

Please provide details in this section about for example:

- How will you engage and integrate with other Leicestershire and particularly local schools, to develop strong partnerships for the benefit of children and young people living within the locality/community of Birstall?
- Specifically what would be your approach to work with other schools for the purposes of school-to-school support and school improvement?
- How will you engage and listen to children and their families in the development of the school, and pupils spiritual, moral and cultural development?
- How will you ensure that the school plays a key role within its immediate community and the wider economy?

- What strategies will you use to engage with the local community on all aspects of community activities, and to promote good community relations?
- What actions will you take to support the County Council in delivering effective early intervention services, ensuring school readiness and supporting our most vulnerable learners and families?
- How might you work in partnership with wider services such as social care services, health and police to keep children safe, support families and build stronger communities?
- What proposals do you have to provide access to and use of the school's accommodation for activities outside of school hours?

Your Answer (*Max 750 words*)

Section F. Your Leadership & Management

Please provide details in this section about for example:

- Your leadership team; who is the headteacher/chief executive/leader of your organisation? What is their background, qualifications and experience? Do they hold any accreditations for example as a National Leaders for Education?
- Who makes up the other members of the leadership team? What are their backgrounds, qualifications and experience? Do they hold any similar accreditations?
- What would be your proposed model for senior leadership at the new school, and how would this fit within your existing organisation?
What other local/regional/national links and connections in business, educational or faith groups and organisation do those in your proposed leadership structure have (where presently known)?
- How will the leadership team ensure the new primary school delivers high quality education from day one?
- How might your senior leadership team for the new school work as active 'system leaders'?
- How will you attract, retain and develop the highest quality teachers and support staff to ensure good or better teaching and learning, and effective and motivated workforces?

Your Answer (*Max 750 words*)

--

Section G. Your Organisational Capacity and Evidence of Strong Governance Structures, and Good Financial Management
Please provide details in this section about for example:
<ul style="list-style-type: none">• What is the current governance structure of your organisation?• What will be the governance structure for the new school and how will this fit in to your organisation?• What is your strategy for recruiting high quality individuals to the governing body?• How are your infrastructure services presently provided within your organisation, and how will these relate to the new school e.g. what will be done locally or centrally?• What will be your arrangements/procedures to ensure strong financial management for the new school?
Your Answer (<i>Max 500 words</i>)

Section H. Your Proposals for Opening Arrangements for the New School, with Particular Relevance to Recruitment, Staffing Structures and Admissions Arrangements
Please provide details in this section about for example:
<ul style="list-style-type: none">• How do you intend to work with the Leicestershire County Council School Organisation and Admissions Services on all aspects of the schools development and once the school is open?• How you will work with other agencies to ensure that the necessary infrastructure and systems are in place for the opening of the new school?• Your experience of managing the opening and early operation of a new Academy/Free School?• An indicative staffing structure (teaching and non-teaching) for the first year of opening and how this might grow in subsequent years as the school expands?• A viable and sustainable finance plan (can be an appendix not included in the word count) showing the proposed staffing costs associated with the establishment of a new primary Academy from pre-opening through to being full?

- Your finance plan should be consistent with the rest of the application in terms of staffing, pupil numbers and the education plan. It should be based on realistic assumptions about income and expenditure, and demonstrate that allowance has been made for unforeseen contingencies.
- An indicative staffing structure and how year groups will be organised as the number of children at the school builds? How and when will additional staff be brought in to the school?
- In terms of pre-opening work, detail the capability and capacity to deliver the opening of the Academy on time, and to secure best value for money.
- Describe your proposed admission arrangements, including over-subscriptions criteria for the Academy/Free School, and how this will fit in with current Leicestershire policy.
- About your proposals for sustainable travel arrangements for pupils to encourage walking or cycling to school, and to avoid excessive traffic congestion at peak times.

Your Answer (*Max 750 words*)

Form of Proposal

To Leicestershire County Council

Having examined carefully and understood the Council's requirements for new primary school to serve the Birstall area, considering all available documentation

I/We (Print Name):

.....

Of (Name of Organisation):

.....

Hereby offer to operate the new school as set out in the Information for Applicants and other supporting documents.

I/We understand you will not pay any expenses incurred by us in connection with the preparation and submission of this proposal.

I/We declare that to the best of my/our knowledge the responses submitted in this proposal are correct and a true representation. I/We understand that the information will be used to assess my/our organisation's ability to deliver the requirement. I/We understand that the Council may not evaluate this proposal if there is a failure to answer all relevant questions fully or if I/We provide false/misleading information. I/We understand that all or any information provided in respect of our application may be shared with the DfE, or agents/representatives acting on their or our behalf.

I/We further confirm that we

Will comply with the requirements of Leicestershire County Council's Admission Policy and Code, and Fair Access protocol;

Will demonstrate Equality and Diversity principles and practice

Will comply with the Leicestershire County Council Home to School Transport Policy

Will make all necessary arrangements to ensure compliance with the Children Act 2004 and the duty to safeguard and promote the welfare of children in delivery of all aspects of our proposal

I/We understand that the Leicestershire County Council is not bound to accept any submission and cannot be held responsible for any costs or losses of whatever nature in the pursuit of this application.

Signature

.....

Position held

.....

Full name and registered address of proposer

.....

.....

.....

Dated

.....

Explanatory notes for applicants

General Requirements

Proposals are invited for the running of a new primary Academy to serve the village of Birstall.

The Council's detailed requirements are defined in the 'Information for Academy Proposers' document.

Submission

Applications from Academy Proposers must be submitted in accordance with the instructions set out in this document.

Proposals must be submitted on this Proposal Document, in Word format (unless otherwise agreed), which must be duly completed and signed where appropriate.

Proposers should answer every question as fully as possible. Please do not assume that the Council knows in detail about your organisation or the work that you do. Many new school opportunities generate a great deal of interest from potential proposers, so please ensure that you complete the documentation as requested.

Signatures

Where required, the Application must be signed:

- (a) where the Proposer is an individual, by that individual; OR
- (b) where the Proposer is a partnership, by two duly authorised partners;
OR
- (c) where the Proposer is a limited company, by a director duly authorised for such purposes.

You may submit electronic or typed signatures, however you may be requested at a later date to resign all declarations with an original signature.

Submission Date

All applications should be submitted by 12 noon on Friday 4th March 2016. Please send one copy of your application by email, and one hard copy by post accompanied by an executive summary, to the address provided at the beginning of this document. Please take account of the potential for any postal delays when making your application

The proposer's attention is specifically drawn to the date and time for receipt of proposals and no submission after the closing date and time will be considered.

Freedom of Information

Information in relation to this application may be made available on request in accordance with the requirements of the Freedom of Information Act 2000.

Applicants should provide if necessary a letter to accompany their application where they believe any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Proposers should state why they consider the information to be confidential or commercially sensitive and for how long.

This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Non Evaluation of Applications

Any Application submitted by a proposer in respect of which the proposer:

- (a) enters into any agreement with any other person that such other person shall refrain from submitting a proposal or shall limit or restrict the proposal; or
- (b) offers or agrees to pay or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any other proposer or any other person's proposed proposal any act or omission; or
- (c) in connection with the application by the proposer commits an offence under the Prevention of Corruption Acts 1889-1916 or gives any fee or reward the receipt of which is an offence under Sub-Section (2) of Section 117 of the Local Government Act 1972; or
- (d) has directly or indirectly canvassed any member or official of the Council concerning the acceptance of any proposal or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other proposer or proposal submitted by any other proposer;

Shall not be evaluated by the Council, provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by a proposer may attract. In such circumstances the proposal shall still be brought to the attention of the DfE.

Non Consideration of Academy Proposal

The Council may at its absolute discretion refrain from considering any proposal if:

- (a) it is not in accordance with the instructions in this document;
- (b) the Academy Proposer makes or attempts to make any variation or alteration to the terms of the proposal or the 'Information for Academy Proposers' document except where a variation or alteration is invited or permitted by the Council; or
- (c) the proposer does not provide all the information required by the Council.

Acceptance of Proposal

Any acceptance of a proposal for the new primary school will be made by the Secretary of State, in consideration of the assessments undertaken by the Council.

Information, Costs and Expenses

The Academy Proposer is responsible for obtaining all information necessary for the preparation of its application and all costs expenses and liabilities incurred by the proposer in connection with the preparation and submission of the proposal will be borne by the proposer.

Research and Investigation

The Academy Proposer will be deemed for all purposes connected with the proposal to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the specification for the new school, the extent of the materials and equipment which may be required and any other matter which may affect its proposal.

The Academy Proposer shall have no claim whatsoever against the Council in respect of such matters and in particular (but without limitation) neither the Council shall make any payments to the proposer save as expressly provided for in the Information for Academy Proposers document requirements and (save to the extent set out in the Information for Academy Proposers document) no compensation or remuneration shall otherwise be payable by any Council to the proposer in respect of the scope of the specification being different from that envisaged by the proposer or otherwise. Information given in respect of current requirements is given as a guide and the Council makes no warranty and accepts no liability as to the actual value or volume of requirements of the proposer.

Confidentiality

All documentation and information issued by the Council relating to the proposal shall be treated by the Academy Proposer as private and confidential for use only in connection with the proposal and shall not be disclosed in whole or in part to any third party without the prior written consent of the Council.

Academy Proposer Warranties

In submitting an application the Academy Proposer warrants and represents that:

- (a) all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the proposer or its employees in connection with or arising out of the proposal are true, complete and accurate in all respects;
- (b) it has made its own investigations and research, and has satisfied itself in respect of all matters relating to the proposal and the requirements for the new school and that it has not submitted the proposal in reliance upon any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council;
- (c) it has full power and authority to submit the application and will if requested produce evidence of such to the Council;
- (d) it is of sound financial standing and the Academy Proposer and its partners, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the accounts or other financial statements of the Academy Proposer) which may adversely affect such financial standing in the future.

Checklist for Submission

Proposers should ensure that they have completed the following sections before returning their responses;

	Completed (please tick)
Section A Organisational Details	<input type="checkbox"/>
Section B Education Vision	<input type="checkbox"/>
Section C School Improvement	<input type="checkbox"/>
Section D Local Context	<input type="checkbox"/>
Section E Community Engagement	<input type="checkbox"/>
Section F Leadership & Management	<input type="checkbox"/>
Section G Governance Structure and Financial Management	<input type="checkbox"/>
Section H Proposals for Opening	<input type="checkbox"/>
Form of Proposal	

Any accompanying documents enclosed (including any letter concerning your request to exempt certain details if required to be produced under the Freedom of Information Act – please refer to explanatory Notes for Applicants)

It is important that all sections are completed as failure to do so may result in your proposals not being evaluated.

Contact Details and further Information

If you would like any further information or would like to discuss your Application, please contact either:

David Atterbury
Head of Strategy, Education Sufficiency
David.Atterbury@leics.gov.uk

Tel: 0116 305 7729

Sue Owen
Service Manager, School Place Planning
Sue.Owen@leics.gov.uk

Tel: 0116 305 6847