



BARNSLEY
Metropolitan Borough Council

Free school presumption: Application Form

**for proposers applying to establish a
new 'presumption' primary school to
serve the Barugh Green and Higham
areas within the Central Planning area of
Barnsley.**

Overview

Barnsley Metropolitan Borough Council is inviting expressions of interest from Academy Trusts interested in sponsoring a new 315 place primary school (with the capability to expand to 420 places in future years should the need arise) in the Barugh Green area of Barnsley with an opening date of September 2023, dependent upon commencement of the development.

Academy proposers wishing to express an interest in the operation of the new primary school should do so by completing the enclosed Application Form.

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

This application form must be fully completed and duly signed where indicated by the Trust.

Upon completion, your application should be submitted via email to schoolorg@barnsley.gov.uk by the closing date of 21st May 2021 together with a short executive summary (maximum two sides of A4)

This application form should be used, in conjunction with the published specification for the new school and the 'free school presumption' advice, to apply for a new school via the presumption route – ie where a local authority has invited proposals to open a new school. This new school would be deemed a free school. You should use this form to provide all the necessary information and evidence for your proposal.

If you would like further information or wish to discuss your application, please contact the Local Authority using the contact details set out in the specification.

When considering applying to open a free school, we recommend that you first contact the New Schools Network (NSN) to discuss your proposal. NSN receives a grant from the Department for Education (DfE) to provide free advice, guidance and resources to those hoping to open free schools.

Assessment Process

Detailed evaluation of applications will be undertaken in accordance with the assessment criteria provided within the 'Information for Academy Proposers' document. A three-stage process will be followed to determine the Council's preferred academy sponsor for the new school, comprising of the initial written application, followed by a presentation and interview by shortlisted proposers and possibly a visit to an existing similar academy that the proposer currently operates.

Each stage of the application process will be allocated a weighted score as outlined below, and for proposers shortlisted to the second stage, the total scores for each stage will be aggregated to determine an overall evaluation mark and as such, a preferred sponsor.

Assessment Stage	Activity	% of Total Score
Stage 1	Applicants to complete the application and submit with a short executive summary	40%
Stage 2	Presentation by shortlisted applicants and interview by officer selection panel	40%
Stage 3	Visit (if necessary) * to academies/free schools currently operated by shortlisted applicants	20%
Total Score	Addition of scores from stages 1, 2 and 3	100%
Scored by officer selection panel		
Consideration by Local Authority Cabinet		
Sent to the Regional Schools Commission for a decision		

***In the event that visits to existing academies/free schools are not required/deemed unnecessary by the Council, 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, the executive summary and any supporting documents will be assessed and scored against the following five key areas:

- Applicants background details and general credentials;
- Applicants proposals for the new school; including your understanding of the local context; your proposals for opening arrangements for the new school, with particular reference to recruitment, staffing structures, and admissions arrangements; and your plan for effective community engagement with particular emphasis on partnership/collaborative working and involving parents and carers;
- The applicant's educational vision for the school;
- The applicant's education plan. This should show clearly the capacity to deliver school improvement and high-quality outcomes for children and young people, underpinned by excellent teaching and learning practice;
- The applicant's capacity and ability. This should provide evidence of strong leadership and management, including good governance and financial expertise, and a demonstrable record of school sustainability and growth.

Each key area above will be allocated a score to a maximum of 4 based on the following judgements;

4 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.
3 Good	strong evidence of an understanding and commitment to the vision for the new school and of the capacity and skills to deliver school in accordance with the Council's expectations.
2 Adequate	Reasonable evidence that the proposer can deliver the school in accordance with expectations.
1 Inadequate Does not meet most of the criteria	Serious doubts about the capacity of the proposer to deliver the school in accordance with expectations.
0 No information submitted	

Stage 2

Applicants shortlisted by the Council 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 which may include DfE representation to give a short presentation of their proposals (maximum of 20 minutes) followed by a question and answer session, expected to be approximately 1 hour overall. The purpose of the panel is to probe more deeply into specific aspects of the application and issues which may require more details answers or clarification. The interview will 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 assessments during the week commencing 19th July 2021. 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 applicants, to assess their working practices.

Selection of Academy Proposer

The Council will add the scores achieved for Stages 1, 2 and 3 of the assessment. Results will then be presented to the Local Authority's Cabinet and send all assessments to the Regional Schools Commissioner who will make the final decision on the successful sponsor.

APPLICATION FORM

Proposal to establish a new 315 place primary school in the Barugh Green area within the Central Planning area of Barnsley.

Section A: Applicant Details – about your organisation

Name of Organisation:

Main Address:

Email Address:

Telephone Number:

Please state how you would describe your organisation/group:

- | | |
|--------------------------|-----------------------------------|
| ☐ | Academy/Free School |
| ☐ | Local Authority Maintained School |
| ☐ | Independent School |
| ☐ | Further Education/Post 16 |
| ☐ | Diocesan Authority |
| ☐ | Other |

If other, please provide more details (if the main purpose of your business does not relate to education provision then clearly state what your organisation does)

Is your organisation an approved academy sponsor registered with the DfE?

☐

Yes

Date of Approval _____

☐

No

If your organisation is not yet an approved Academy sponsor, have you:

☐

Applied to the DfE and await approval

☐

Applied to the DfE and had your request rejected

☐

Not yet applied

You are politely reminded that only approved Academy sponsors can be considered for the new school.

In addition to any support/advice from the New Schools did you complete this application with support from another company or organisation?

☐

Yes

☐

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 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, 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: - Status of school, eg. Academy, independent - 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	
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 are responsible for been placed in special measures, or designated as having serious weaknesses?

☐ Yes

☐ No

Lead Contact Details

Person making this application:

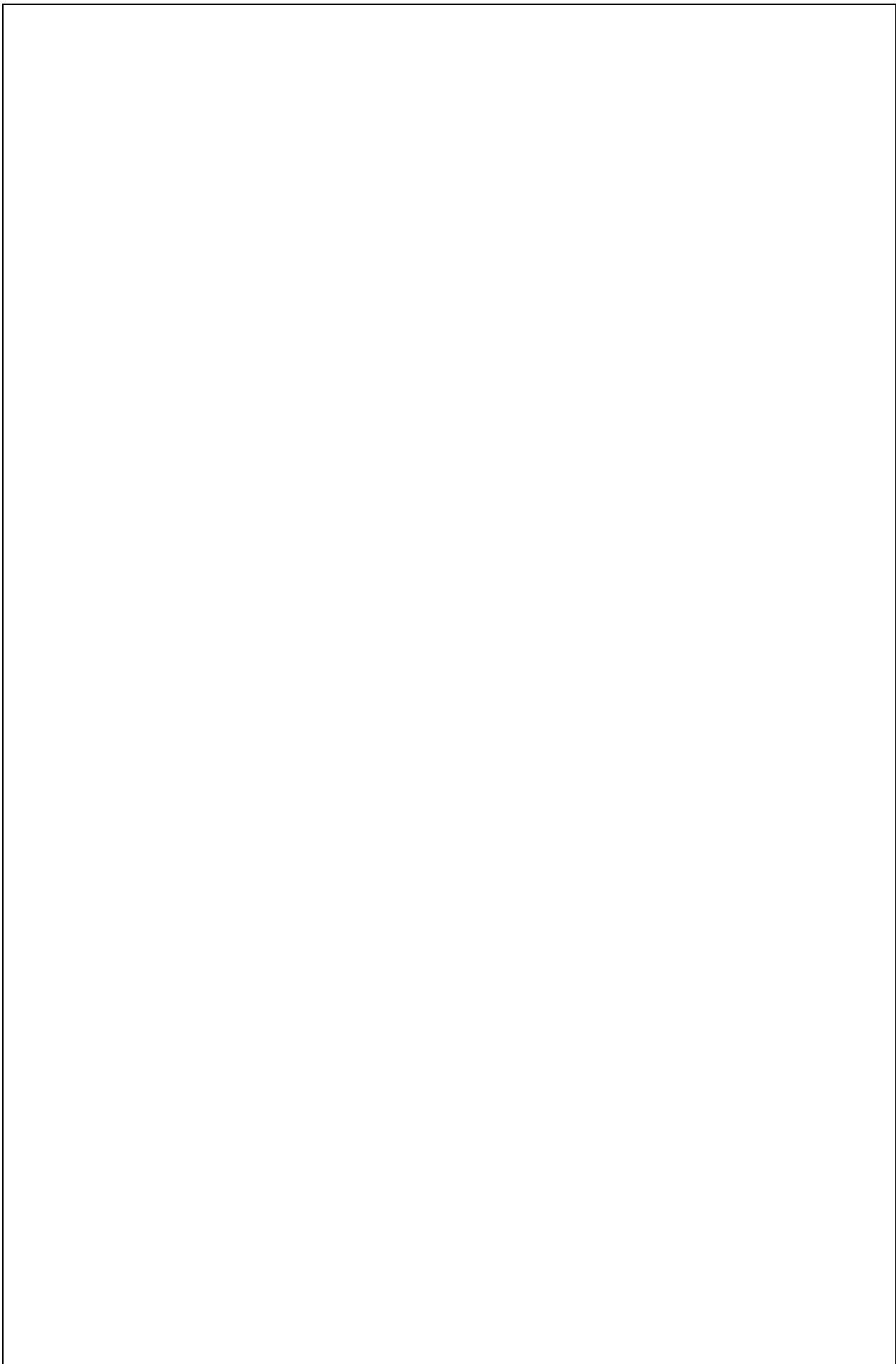
Position in Company:

Email:

Telephone:

Section B: Your proposals for the new school, including your understanding of the local context, your proposals for opening arrangements for the new school, with particular relevance to recruitment, staffing structures and admission arrangements, and your plan for effective community engagement, with particular emphasis on partnership/collaborative working and involving parents and carers.

Your answer (maximum 1500 words)



Section C. Your educational vision for the primary school

Your answer (maximum 750 words)

Section D. Your education plan including capacity to deliver school improvement and high-quality outcomes for children and young people, underpinned by excellent teaching and learning practice.

Your answer (maximum 750 words)

Section E. Your capacity, including leadership and management. Evidence of strong governance structures and good financial management

Your answer (maximum 750 words)

Guidance Notes for Completion of the Application Form

Applicants are strongly recommended to answer all sections of the form as comprehensively as possible, and with particular reference to the matters outlined below. You should note that these matters are listed for your guidance only and should not be taken as an exhaustive list of items to be covered in each section, you may therefore add more information should you wish.

Section A: Applicant details

Self-explanatory details about your organisation

Section B: Your proposals for the new school

- How will this complement the strategic priorities of the Council, in relation to provision for children, young people and their families?
- Which specific aspects of your proposal address any unique factors or areas of need in relation to the local context?
- How do you intend to work with the Local Authority on all aspects of the school's development once the school is open?
- How will you 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 school
- 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 into the school?
- 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 school from pre-opening through to being full. Your finance plan should be consistent with the rest of the application and be based on realistic assumptions about income and expenditure and demonstrate that allowance has been made for unforeseen contingencies.
- Describe your proposed admission arrangements including oversubscription criteria for the new school and how these will fit in with Barnsley's policy
- How will you engage and integrate with other Barnsley and particularly local schools, to develop strong partnerships for the benefit of children and young people living with the locality/
- How will you engage and listen to children and their families in the development of the school, and pupils spiritual, moral and cultural development?
- What strategies will you use to engage with the local community on all aspects of community activities and to promote good community relations, to ensure that the school forms a key part of the local community?
- What actions will you take to support the Local Authority 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?
- How will your proposal enhance diversity and promote parental choice in the area?
- What are your proposals for sustainable travel arrangements for pupils to encourage walking or cycling to school, and to avoid excessive traffic congestion at peak times?

Section C: Your educational vision for the new school

- The education vision for your organisation, how is this vision being delivered in your existing school and how will it apply to the new primary school?
- What is your vision based on, what are the key principles, is there an identifiable approach or ethos?
- 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 which is broad and balances, meeting the needs of all children and the local community?
- Your approach to pupil wellbeing and attendance and how they link to your educational vision?
- Your proposal should give strong, credible evidence that the new school will raise the overall standard of education available in the local area, adding high quality places to the system.

Section D: Your education plan including capacity to deliver school improvement and high-quality outcomes for children and young people, underpinned by excellent teaching and learning practice.

- What is your approach to teaching and learning?
- What are your systems for monitoring and tracking the progress of children?
- How will you ensure that 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 with 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 which 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 promote and celebrate 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 eg. Behaviour and attendance, inclusion, safeguarding etc?

Section E: Your capacity, including leadership and management, evidence of strong governance structures and good financial management

- Your leadership team; who is the headteacher/chief executive/leader of your organisation? What is their background, qualifications and experience? Do they hold any accreditation, for example as a National Leader 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?
- How will the leadership team ensure the new 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?
- What is the current governance structure of your workforce?
- 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 eg. what will be done locally or centrally?
- What will be your arrangements/procedures to ensure strong financial management for the new school?
-

Form of Proposal

To: Barnsley Metropolitan Borough Council

Having carefully examined and understood the Council's requirements for a new primary school in the Barugh Green area of Barnsley, considering all available documentation

I/We (*print name*)

Of (*name organisation*)

Hereby apply 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 will 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 Barnsley Council's admissions policy and code, and Fair Access protocol;
- Will demonstrate Equality and Diversity principles and practice;
- Will comply with Barnsley Council's home to school transport policy where appropriate;
- 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 Barnsley 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 Requirement

Proposals are invited for the operation of a new primary school in the Barugh Green area of Barnsley.

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 which 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 re-sign all declarations with an original signature.

Submission Date

All applications must be submitted by 21st May 2021. Please send one copy of your application by email, and one hard copy by post, accompanied by your executive summary, to the address provided at the beginning of this document. Please take account of any potential for 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.

Contact details (name, email address, phone number, and postal address).

How would you describe your organisation?

Do you currently run any existing schools, academies or free schools? If so, please give details, including the most recent Ofsted and attainment data for each.

Did you put this application together with support from another company or organisation? And if so, please provide details about this organisation.

--

Section B – The School

Please explain how your organisation's knowledge and experience of the local area would be used to inform your plans to establish this particular school.

Section C – Vision

Please explain your vision and how it meets the requirements in the published specification.

Section D – Education Plan

Please explain how your educational offer/curriculum plan meets the requirements in the published specification.

Section E – Capacity and Capability

Please explain and provide evidence of how your organisation would meet the requirements in the published specification.

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 proposers:

- (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 of 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 of 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 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 proposers.

Research and Investigation

The Academy proposer is responsible for obtaining all information necessary for the preparation of its application and all costs, expenses and enquiries which can reasonable 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 and Council to the proposers 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 communication (whether in writing or otherwise) to the Council by the proposers 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 relation 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 to 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	☐
Section B - Your proposals for the new school	☐
Section C - Your educational vision	☐
Section D - Your Education Plan	☐
Section E – Your capacity	☐
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 our 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:

Nina Sleight
Director, Early Start Prevention and Sufficiency

clairegilmore@barnsley.gov.uk

Darren Dickinson
Interim Head of Barnsley Schools Alliance

darrendickinson@barnsley.gov.uk

Beverley Sadler
Service Manager, Admissions and Access

Beverleysadler@barnsley.gov.uk