

Appendix H: Frequently Asked Questions (FAQs) for Henley Gate Free school presumption

Version 6 – updated 02 May 2024. (Question 26 has been updated. Questions 29 and 30 have been added to FAQs)

Please note that the FAQs will be updated as questions are received.

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Finance FAQs

1. *Is there a finance template for the primary school application that you would like to be completed?*

There is no finance template. You may provide your financial plan in any way which you see fit. You can also provide a commentary of up to 500 words to accompany the financial forecasts, which will give the opportunity to explain how this was put together and considerations.

2. *The specification states that funding will be 67.5 for those 3 year groups (22.5 per year group) for 3 years. Please can you confirm which year groups this applies to.*

The funding would be for a minimum of 67.5 places for three years across the school. Should the school have more that 67.5 pupils then the school would be funded for the higher actual number of pupils on roll. See Question 9 for further details.

3. *Will there be a post opening grant available from the ESFA if it is a free school?*

The DfE will not provide a post opening grant for the school, however they would provide a Project Development Grant, £25,000 for legal costs.

4. *Would the school be on estimated funding until the school is full?*

You would receive the funding for the equivalent of 22.5 pupils for years R to 2 as mentioned earlier in FAQs (see Question 2). We will monitor numbers as the school grows and the school could apply for growth funding when additional classes are required. See Question 9 for details.

5. *Will the setting up allowance be paid at the outset (even though several classrooms will be unused) or over a period of time?*

This will be agreed with the successful academy trust, however SCC envision that the school would not set up all classrooms when the school opens.

SCC are currently reviewing the numbers that the school will open with, but the school will not require 420 places when initially opened. Therefore, not all classrooms will be required on opening, and some may not be used for some time. It may therefore be beneficial for the funding for classroom set up to be paid in stages so that the school doesn't end up having equipment that becomes outdated.

6. *If the school is built out in one phase does this mean that some areas will need to be mothballed as there will be a cost associated with maintaining and heating those spaces?*

It will be up to the trust how they manage the space in the school. The school is being built as net zero and the design includes Photovoltaic panels (PV), it is hoped that this will provide electricity to the school and that this will help support costs. SCC are also investigating with the housing developer for the site, whether it would be possible for the school to sell unused electricity from the PV panels back to the electricity provider.

7. *The specification mentions furniture and fittings in the setting up allowance. Is there a separate pot (from the LA or DfE) for IT?*

There is no separate pot for IT equipment such as laptops and whiteboards. The building would have the appropriate cabling, ports etc installed by SCC. The successful academy trust would liaise with the design team's IT expert to understand what is being installed.

8. *Would there be any pre-opening/set up funding available for the pre-school?*

There is no preopening/set up funding available for the pre school.

9. *Funding that will be available for the academy trust:*

Preopening funding – to help pay for getting the school ready for pupils. The setting up allowance may not all be paid in one payment, in agreement with academy trust and LA, see FAQ question 6.

- Start-up allowance (such as headteacher and admin staff salary) = £200,039
- Setting up allowance (for furniture and other class equipment) = £6,600 per general class, £9,900 per specialist class (for example food technology).
- Block payment (cost for establishing office/communal space etc) = £33,000

Growth funding – to enable the school to plan whilst pupil numbers are low. If the school has more than 67.5 pupils on roll (regardless of the year the pupils are in) then the school would receive a greater amount of funding, which is based on actual pupil numbers:

- 2027/28 = 22.5 pupils x three-year groups x per pupil funding (£)
- 2028/29 = 22.5 pupils x three-year groups x per pupil funding (£)
- 2029/30 = 22.5 pupils x three-year groups x per pupil funding (£)
- See example of pupil numbers below for reference.

- First year - Funded for 67.5 pupils (guaranteed funding)

R	Y1	Y2	Y3	Y4	Y5	Y6	Total pupils
10	10	10	-	-	-	-	30

- Second year - Funded for 67.5 pupils (growth funding)

R	Y1	Y2	Y3	Y4	Y5	Y6	Total pupils
12	13	10	10	-	-	-	45

- Third year – Funded for 70 pupils (based on pupil numbers)

R	Y1	Y2	Y3	Y4	Y5	Y6	Total pupils
20	15	15	10	10	-	-	70

If the school is having significant difficulties managing staffing and Infant Class Size regulations, then you can apply for additional Growth Funding.

Project Development Grant – from the DfE to meet legal costs. This is usually paid once the provisional opening date has been set.

- £25,000 funding

Admissions FAQs

10. *Is the PAN limited to 15 as Years R, 1, 2 move up the school, or can we take on additional pupils in those year groups after the first year (or three years)?*

The PAN has been set initially at 15 as we are trying to reduce the impact on neighbouring schools and ensure that there are sufficient places for those children moving onto the new development. We would like to work with the successful academy trust to increase the PAN as the in-catchment demand increases.

There is a proposed catchment area included in the school specification document which we would like to be included as part of the oversubscription criteria for the new school. We would ask the successful academy trust to initially work to a PAN 15 for children in Years R, 1 and 2 in consultation with the SCC admissions manager who will provide support and advice on admissions whilst the school is growing.

11. *Would the pre-school also have a restricted PAN when it opens?*

No, the only restriction to numbers in the pre-school is based on floor area and staff ratios.

Please be aware that SCC are now looking at building the pre-school with 60 places, rather than opening with 30 places and expanding to 60 places at later date.

12. *Please explain further regarding the comments about the oversubscription criteria in the school specific brief.*

SCC has included a proposed catchment area within the school specification. We would ask the academy trust to include catchment within their oversubscription criteria so that children living/moving into the IGS development, are given priority for the places available. There is a SCC Admissions Manager who is happy to work with you regarding your proposed oversubscription criteria, which must adhere to the Schools Admissions Code.

13. *Would it be possible to prioritise catchment area above siblings in the school's oversubscription criteria?*

The academy trust would be the admissions authority for the new school and would set the school's oversubscription criteria. The trust could decide to prioritise catchment above sibling, however they must ensure that the oversubscription criteria complies with the Schools Admissions Code.

14. *How will admissions be overseen, especially in regard to SEN?*

We do not co-ordinate in-year admissions in Suffolk. This means that the successful Academy Trust will receive in-year applications directly and will need to process them within 15 school days of receipt and write to the parent/carer with the outcome, using the oversubscription criteria when necessary.

Any in-year applications received for a child with an Education, Health and Care (EHC) plan must be forwarded to the Family Services Team to ensure that the statutory consultation process is followed. If the school is later named in a child's EHC plan, the Trust must, by law, admit the child, even if the year group is full.

Looked After Children (LAC) and all Previously Looked After Children (PLAC), including those children who appear to have been in state care outside of England, must be given the highest priority within the school's oversubscription criteria in accordance with the School Admissions Code. Even if a year group is full, we would expect these children to be admitted.

15. *If the school has space within the building but all the places have been allocated upto PAN 15 how would a school admission appeal work?*

The admission authority would need to include all relevant information for the appeal panel to consider. The school may have challenges admitting over PAN due to staffing, infant class size regulations etc as the school grows and this would need to be demonstrated within the appeal paperwork.

16. *Is there scope to increase the PAN from 15 and how will the PAN grow over time?*

We will monitor the build out rates from the developer and estimate when additional places are required. We would work with the school each year to confirm the PAN based on the expected children moving into the area. As the PAN is only relevant to the normal intake year of the school, which will be Reception for a primary school, a higher admission limit could be implemented for all other year groups, taking into consideration growth, staffing and class organisation.

Pre-school FAQs

17. *Please can you confirm whether the Early Years funding template is for the first year only?*

Yes, you only need to show the cost analysis for the first year of opening.

18. *If the academy trust is successful with the application for the primary school and the pre-school how will the arrangements with the pre-school work? Will the pre-school be part of the school, or separate with its own URN?*

We have requested that the pre-school meet the requirements of the governments funded childcare and to admit children from 9 months. If a school run pre-school admits children below 2 years old it is required to have a separate OFSTED registration, therefore if the trust's application to run the pre-school is successful a separate OFSTED registration to the school's OFSTED will be required.

We envision that, if run by the school, the pre-school will be considered part of the school if the academy trust runs each provision, staff to join professional development days etc.

We will red line out the pre-school from the school lease, so that if academy trust wish to relinquish the pre-school lease before the end of the lease period, or SCC wish to terminate the lease, it would be possible to do so without needing to change the school lease. The pre-school will have separate utilities from the school and parking spaces for their staff.

19. *How will the leaseback arrangement work if the pre-school is run by a different provider than the school, will the pre-school pay "rent" to the school?*

The pre-school will be red lined out of the school lease and will be retained by the council to be leased to the childcare provider running the setting. As all services will be separate, we do not envisage the childcare provider paying the school any rent. The provider will only require access to the EY setting and car parking spaces allocated to them.

20. *Will the preschool wish to share any services offered by the school, such as lunches, cleaning etc?*

If the preschool is not run by the school, we would encourage both the school and preschool to work together closely for the benefit of both organisations and of the

families using them. It would be down to the school and pre school to come to agreement in relation to services shared.

21. *If the academy trust applying to run the school does not wish to run the pre-school will their school application be marked down?*

No, we will prioritise shortlisting the academy trusts to run the new primary school.

Once we have shortlisted the primary school applications, we will consider the pre-school application information provided by those shortlisted trusts, if applicable.

The presumptive process will be focused on identifying the trust that will provide the best education for the primary school pupils. If the successful academy trust does not wish to run the pre-school the Early Years Team will run an Expression of Interest (EOI) to identify the provider for the pre-school.

22. *We intend to offer care for 9 months+, 2 to 3 year olds and 3 year olds +, however we are not sure if the building design lends itself to this.*

The pre-school for Henley Gate was designed prior to the announcement of the inclusion of 9 month olds in the funded childcare offer. However, we are interested to see the approach of trusts to providing childcare to a range of ages. The setting provides two large rooms, which can be divided with the creative use of furniture, there is a quiet area for sleep. Trusts can share how they would approach the delivery of childcare from such a space.

Other FAQs

23. *When will the Equalities Impact Assessment (EIA) for Henley Gate Primary School be available?*

The EIA was published on 21 March 2024 on the Suffolk County Council (SCC) policy and procedure website. It is also available as 'Appendix I – Henley Gate Primary School EIA' at <https://www.suffolk.gov.uk/children-families-and-learning/schools/academies-and-free-schools>.

24. *Is the primary school still due to open in September 2026?*

As there are currently surplus school places in the surrounding schools, we are now aiming to open the school in 2027. The new EIA for Henley Gate Primary School lists the opening date as September 2027.

25. *Can you advise when the other schools planned for the Ipswich Garden Suburb are due to open?*

There is no opening date for the other primary schools at this time, the opening dates will depend on the build out rates of the IGS developments.

Please email schools@suffolk.gov.uk if you have any queries about any other proposed new schools in Suffolk.

26. *Will the new school have SEND provision included on site?*

We are currently looking at the possibility of the school having a SEND unit on site. We have not included this in the specification as this is not yet confirmed. Changes have been made to the internal design of the building which may allow for a KS1 SEND unit. This unit was not included in the specification and will therefore not be scored at application stage.

27. *Would it be possible to view the proposed floorplans as this will help to inform our curriculum/day to day plans?*

We will share the proposed floorplans with those trusts that wish to view them. Please email schools@suffolk.gov.uk to ask for a current copy of the school/preschool plans.

28. *I have been having issues adding text and tables to the application form. Specifically, when adding rows to tables and editing information / leaving comments. Is it possible to remove the text boxes and to use it as a standard word document?*

The original application form had restricted text boxes where applicants could enter their answer. We have updated the application form available at <https://www.suffolk.gov.uk/children-families-and-learning/schools/academies-and-free-schools>. The restricted text boxes have been removed so you should be able to update your application form more easily.

Please note that some of the questions have a word limit. We will only consider your response up to the word limit, please check your word count before submitting the application form.

29. *Can you give me any information about the build rate of Henley Gate (and the other developments) so we can plan our pupil intake numbers?*

Ipswich Borough Council publish their expected build out rates in an Annual Monitoring Report (AMR), page 57 available at https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/amr_2021-22_final.pdf. Please note that this report was last updated in April 2023 and the build out rates can change and are likely to be revised when the new AMR is published.

30. *Will we receive a receipt of application?*

Yes, we will confirm receipt of the application. However, it may not be possible for staff to check the contents of the submission, therefore trusts should ensure all documents are attached to their application or be clear that they are submitting documents in more than one email. Any documents submitted after the closing time and date will not be considered.