

Suffolk County Council

**Free school presumption for new schools in:**

**North Felixstowe, Suffolk**

**and**

**Brightwell Lakes, Suffolk**

Application form for proposers applying to establish a new school.

Name of academy trust:.........................

# Overview

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.

Please note that the LA led free school presumption is a different route to the DfE’s free school programme. Further information about how to establish a new school via the free school programme route can be found at: <https://www.gov.uk/government/collections/opening-a-free-school>

**Please return your completed application form to** [**schools@suffolk.gov.uk**](mailto:schools@suffolk.gov.uk)

**Important notes on completing this application.**

**Please note that:**

* **Trusts should take note of the criteria set out on the application form and should ensure that their answer includes a response to these criteria.**
* **Any application that scores a 0 in any area will not continue to be scored and will not proceed to the next stage of the process.**
* **If answers provided exceed the word count, the surplus words will not be considered when scoring the application.**
* **The word count will include information presented in tables, unless specifically requested on the application form.**
* **There should be no appendices included with your application, except for the financial information in response to section F, any appendices will not be considered when scoring the application.**
* **Any links to external sources in your answer will not be considered in relation to scoring your application.**
* **Please do not include any bank statements with your application for the school or early years provision as our IT system will not allow this through the email filter.**
* **Please ensure that you clarify any acronyms used in your application.**

**Sections to be completed by proposer**

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All supporting documents and forms need to be submitted with your application to [schools@suffolk.gov.uk](mailto:schools@suffolk.gov.uk) **by the closing date, no later than midday, Monday 07 April 2025.**

# Part One – Primary School

## Section A – Applicant Details

1. **Name of organisation**

*Please also complete name of organisation on page 1 of the application form*

1. **Contact details of academy trust (email address, phone number, and postal address).**
2. **Contact details of CEO or person to be contacted in relation to the outcome of this application (name, email address, phone number).**
3. **How would you describe your organisation? Please include a structure chart of the current organisation**

*Structure chart plus a maximum 200 words*

1. **Please indicate which school(s) you are applying to run and mark your preferences in order of priority.**

|  |  |  |
| --- | --- | --- |
| **School** | **Applying for this school?** *Indicate Y/N* | **Preference order** *(first preference referred to as school A in questions below)* |
| Brightwell Lakes Primary School |  |  |
| North Felixstowe Primary School |  |  |

1. **When did you become a DfE approved MAT? \***

*\*For information on how to become an academy trust please see* [Multi-academy trusts: establishing and developing your trust - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/multi-academy-trusts-establishing-and-developing-your-trust) *Maximum 200 words*

1. **Did you put this application together with support from another company or**

**organisation? And if so, please provide details about this organisation.**

*Maximum 100 words, not scored*

1. **Do you currently run any existing schools, academies or free schools or expect schools, academies or free school to join the trust within the next six months? If so, please complete the table, give details of all schools, including the most recent Ofsted and attainment data for each.** *Please continue table onto an additional page if needed*

***If you have been inspected under the new OFSTED framework please include the details in the table on the following page.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of school & number on roll** | **Location/ County** | **Date school joined the trust / Future joining date** | **Most recent OFSTED judgement** | **Date of OFSTED** | **If there is an Early Years (EY) setting on the school site please confirm who runs EY setting** |
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**Schools that have been inspected by OFSTED since new framework for inspections**

*Please continue table onto an additional page if needed*

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| **Name of school & number on roll** | **Location/ County** | **Date school joined the trust / future joining date** | **Most recent OFSTED judgement** | **Date of OFSTED** | **If there is an Early Years (EY) setting on the school site please confirm who runs EY setting.** *If school run please provide OFSTED judgement* |
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**8a. Key headlines of statutory assessment data compared to national and trend**

*Maximum 500 words, please add rows if needed to ensure you include all schools in the trust*

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| **Primary School and location/County** | **Date school joined trust** | **Cohort size** | **Y1 phonics (2022)** | **Y1 phonics (2023)** | **Y1 phonics (2024)** | **Y6 RWM (%) (2022)** | **Y6 RWM (%) (2023)** | **Y6 RWM (%) (2024)** |
| *Example school/Suffolk* | *2020* | *30* |  |  |  |  |  |  |
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## Section B – The School

1. **Please refer to the specification and set out how you would meet the requirements set out in Section B including your trust’s approach to a restricted PAN and catchment area.**

*Maximum 1800 words, if applying to run both schools, see word limits below.*

1. *Answer specific to school A application (maximum 1500 words)*
2. *Answer specific to school B application (additional 300 words)*

*Please ensure your answer addresses the following areas of the specification:*

* *Future admission arrangements – recognition of catchment area with admissions policy.*
* *PAN – willingness to work with SCC to manage school growth and reduce the impact on other schools.*
* *Other Criteria*
  + *Support for vulnerable learners*
  + *Community use*
  + *Transport*
  + *Equality and diversity*
  + *Working in partnership*

## Section C – Vision

1. **Please explain your vision for this primary school and how it meets the requirements in the published specification.**

*Maximum 1000 words, if applying to run both schools, see word limits below.*

*Please ensure that you include clear headings to show which school you are referring to.*

1. *Answer specific to school A application (maximum 500 words)*
2. *Answer specific to school B application (additional 500 words)*

## Section D – Education Plan

1. **Please explain how your organisation meets the requirements set out in the publish specification.**

*Maximum 4300 words, if applying to run both schools, see word limits below.*

*Please ensure that you include clear headings to show which school you are referring to.*

* 1. *Answer specific to school A application (maximum 4000 words)*
  2. *Answer specific to school B application (additional 300 words)*

*Please ensure your answer addresses the following areas of the specification:*

* *Education plan*
* *Pupil performance*
* *Staffing (showing growth), see table on the next page.*
* *Inclusivity (SEND)*
* *Extended services*
* *PHSE/Safeguarding/British Values*
* *Attendance*

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| **School A (If applicable) – Staff growth table** | | | | | | | | | |
| **Staff role** | **Pre-opening** | **Year of opening**  **2027/28** | **Year 2**  **28/29** | **Year 3**  **29/30** | **Year 4**  **30/31** | **Year 5** | **Year 6** | **At capacity** | **Notes** |
| *Example:*  *SENCo* | *0* | *0.1FTE* | *0.1FTE* | *0.2FTE* | *0.2FTE* | *0.4FTE* | *0.4FTE* | *0.4FTE* |  |
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| **School B (if applicable) – Staff growth table** | | | | | | | | | |
| **Staff role** | **Pre-opening** | **Year of opening**  **2027/28** | **Year 2**  **28/29** | **Year 3**  **29/30** | **Year 4**  **30/31** | **Year 5** | **Year 6** | **At capacity** | **Notes** |
| *Example:*  *SENCo* | *0* | *0.1FTE* | *0.1FTE* | *0.2FTE* | *0.2FTE* | *0.4FTE* | *0.4FTE* | *0.4FTE* |  |
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## Section E – Capacity and Capability

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

*Maximum 2200 words, if applying to run both schools, see word limits below.*

*Please ensure that you include clear headings to show which school you are referring to.*

1. *Answer specific to school A application (maximum 2000 words)*
2. *Answer specific to school B application (additional 200 words)*

*Please ensure your answer addresses the following areas of the specification:*

* *Capacity and capability*
* *Governance*
* *The process you would follow and resources you would draw on and/or deploy to support the opening and development of the new free school by the opening date, link this to past experiences, if possible.*
* *Clear evidence that you have the range of skills and abilities necessary to set up and then run a school effectively, including managing school finances; leadership; project management; marketing; human resources; safeguarding; and health and safety.*
* *How the school would be organised and what the governance arrangements would look like, including a diagram of the proposed structures.*

## Section F – Finance

1. **Please explain and provide evidence of how your organisation would meet the requirements for each school you will be applying for, as shown in the published specification.**

*You may provide a commentary of up to 500 words to accompany the financial forecasts requested for each school. Please ensure that you include clear headings to show which school you are referring to.*

*Maximum 1000 words, if applying to run both schools.*

1. *Answer specific to school A application (maximum 500 words)*
2. *Answer specific to school B application (additional 500 words)*

* *Most recent set of trust accounts*
* *Financial forecast for the next 3 years which would include at a summary level:*
  + *Pupil number projections (in conjunction with LA info)*
  + *Income projections GAG funding and other income streams such as other grants and income from services*
  + *Staff costs*
  + *Premises costs*
  + *Education and Learning Resources*
  + *Supplies and Services*

# Part Two – Early Years

1. **Is your trust interested in running early years provision on this site?**

Yes

No

The EOI form for the Early Years setting is included as an appendix. However **please do not complete this form at this stage** as the successful trust will be invited to complete this form, if interested in running the setting, following their interview.