

**APPLICATION FORM**

**NEW ALL-THROUGH 1320 PLACE 4-16 FREE SCHOOL  
WITH A 16 PLACE SEND UNIT AND 52 PLACE EARLY  
YEARS PRE-SCHOOL PROVISION**

**ON THE BURGESS HILL NORTHERN ARC DEVELOPMENT**

Potential proposers must complete the application form in full and submit the form to James Croft by the deadline of 5pm on Friday 1 October 2021.

Applications received after the deadline or on the incorrect form or incomplete applications will NOT be considered for evaluation.

**Applications must use font size 12 and must be no more than a maximum of 50 pages long (applications that are shorter will not be penalised on these grounds)**

**Each criteria is weighted a multiplier of 1, 2 or 3 and this is included in brackets after the question title.**

**1. Your organisation (Weighting x 2).**

Please describe your organisation and your experience of running/sponsoring academies or schools. Please confirm that you are on the DfE's approved sponsor list and when you became an approved sponsor.

If you currently run any existing schools, please give details, including the most recent Ofsted outcomes and attainment data.

Please provide details of your current leadership, Trust, member and governance structure and full contact details. If you are successful, how will your structure change to reflect the requirements of the new school? If another organisation helped you put this bid together, please provide their details.

The design process for the school has started. Please confirm that the Trust will accept the building as contractually "practically complete" and that Buckinghamshire Council will not be responsible for any alterations the Trust would like to make. If not, detail why you think otherwise.

The LA will undertake with the RSC/DfE due diligence on your organisation and its staff/governors/members. Are the RSC aware of your bid?

**2. Outline of the school you are proposing (Weighting x 2)**

Please confirm that the new Academy will eventually provide 420 primary places and 900 secondary places, covering the age range 4-16 years of age, and that the Academy will eventually include a 16 place SEND Unit for students with a Social and Communication Difficulties designation and a 52 place Early Years Pre-school Provision.

If the bid proposes any changes from this specification please detail the changes and the rationale for them.

**3. Education vision (Weighting x 3).**

Please provide your education vision and educational ethos for the new Academy. Provide detail of the proposed curriculum and the approach to teaching and learning, especially for children with special educational needs.

How will the Academy be distinctive in its vision and ethos? Set out your aspirations for the achievement of individual pupils and for the school as a whole.

Set out details of the experience that pupils will have at the new school. How you will evaluate the achievement of all pupils and how you will evaluate the performance of pupils and the school. How will you ensure that the curriculum is broad and balanced, engaging for all? Outline how the school day will be organised and how any enrichment activities will be built in. How will you engage with parents?

**4. SEND Unit (Weighting x 3)**

Explain your philosophy for managing the SEND Unit for students with Social and Communication Difficulties designations. Outline how you will work with the LA, parents, carers, students to ensure the highest level of provision for these students and ensuring their integration.

Provide details of the experience you have of successfully managing such provision. If you don't have the experience, detail how you will bring the necessary experience into the Trust.

**5. Early Years Pre-School Provision (Weighting x 3)**

Explain your philosophy for managing the Early Years Pre-School Provision. Outline how you will work with the LA, parents and carers to ensure the highest level of provision for these children.

Provide details of the experience you have of successfully managing such provision. If you don't have the experience, detail how you will bring the necessary experience into the Trust.

**6. Education plan. (Weighting x 3)**

Please outline how the Academy will help to raise the standard of education in the area and contribute to school improvement and how you will understand the baseline of student's level of attainment when they start at the new school? How will student's performance be monitored and continuously improved?

How will the Academy support and collaborate with local schools? How will the Academy support the transition to further or higher education?

Describe your approaches to behaviour management, pupil well-being, and how these link to your education vision. Set out your strategy for ensuring the needs of pupils with differing abilities are met, especially those with special educational needs, looked after children and the gifted and talented. How will you focus on measuring and improving teaching quality?

Outline the strategies that will be used to overcome barriers to learning and achievement for the most vulnerable children, including those who are looked after, from disadvantaged backgrounds, where English is not the first language, in need of safeguarding or are in receipt of Pupil, or Service Premium.

Provide evidence of where you have effectively used different funding streams to improve outcomes for children.

**7. Parental demand for a school with a religious character (Weighting x 1).**

If the Academy will have a religious character, please explain the proposed educational philosophy and evidence of demand in the area for education in accordance with the tenets of the religion.

Outline how the school will attract pupils from other faiths and none and how it will meet the needs of pupils of other faiths or none.

**8. Engagement with parents and the local community. (Weighting x 3).**

Please demonstrate your understanding of the local community in South Mid Sussex and Burgess Hill covered by the new school and describe the plans you have for working in partnership with other schools and educational establishments. How will you work with the local community?

How will the Academy ensure that the community have access to the school's sports facilities are kept?

Set out what extended services will be provided to parents, pupils and the local community and how you will work with other local providers to broaden the offer?

How do you propose to ensure that you make the school attractive to pupils of different backgrounds and abilities, in particular pupils from deprived or disadvantaged families?

**9. Admission arrangements (Weighting x 2).**

Please provide an indication of the proposed admission arrangements which meet the requirements of the School Admission code and the over-subscription criteria for the Academy.

If the Academy is proposed to have a religious character, explain the extent to which priority for places is proposed to be given to children of the school's religion or religious denomination and the extent, if any, to which priority is to be given to children of other religious denominations or to children having no religious denomination

**10. Capability to deliver. (Weighting x 3)**

Please provide evidence of your ability to successfully manage both primary and secondary schools and of your ability and experience to run the new school. Please detail the skills and experience of the team that will be responsible for leading on the opening of the new school.

Set out the proposed governance structure for the new school and the role of the sponsor in this structure. How will you deliver local community accountability and ensure your vision and ethos for the new school are delivered? What level of intervention do you propose to have for the school?

**11. Staffing the school and recruiting the governing body (Weighting x 3).**

Please provide evidence of how staff would be recruited to the school as the number of students at the school builds to capacity. Provide details of the staffing structure as the school builds to capacity and the planned overall staffing structure when the school is operating at its 1320 place capacity- excluding the SEND Unit and Early Years Pre-School Provision (i.e. 420 primary places and 900 11-16 places).

How will you manage recruitment and retention of staff? How will you manage staffing and finances as the school builds up to its full capacity?

How will you manage the recruitment of staff to the SEND Unit, as it builds up to its capacity of 16 students? What do you see as the major challenges in staffing the school and how will you overcome them? How will you work with the LA as the schools builds up to capacity?

Provide details of how the recruitment of governors will be managed and how you will ensure local representation. How will you ensure that governors represent their local community and do not advocate extremist views?

Provide evidence that you support UK democratic values including respect for the basis on which UK laws are made and applied: support the Prevent agenda: respect for democracy: support for individual liberties within the law; and mutual tolerance and respect for those with different faiths and beliefs and how you will ensure the Academy meets these objectives.

**12. Capacity and capability. (Weighting x 2).**

Please provide details of how you will work with other agencies to ensure that the necessary infrastructure and systems (including ICT, HR etc) are in place for the opening of the new school. Please provide details of the skills in the trust to open the new school and deliver your vision. Please provide evidence of where you have successfully managed such work before.

**13. Financial viability. (Weighting x 3).**

Provide evidence of your ability to successfully financially manage schools and evidence of your financial expertise and details of how you will ensure Value for Money and allow for any unforeseen circumstances.

Please provide as an Annex, a detailed financial plan for the new school showing how it will remain viable as it builds up to full capacity.

**14. Safeguarding responsibility. (Weighting X3)**

Outline how you would keep children safe and work with the appropriate agencies to support vulnerable children and families.

**14. Application submitted by:**

I declare that the details provided in this application are correct at the time of submission.

**Organisation**

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**Applicant's name and position in organisation**

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**Applicant's contact details**

Tel no: .....

Email: .....

**Applicant's signature**

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**Date of application**

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All bids **MUST** be submitted electronically by PDF file to Vanessa Cummins, School Organisation and Development Team [school.organisation@westsussex.gov.uk](mailto:school.organisation@westsussex.gov.uk) by 5pm on Friday 1 October 2021 and must be in Font size 12 and be no more than 50 pages.

A signed copy must also be posted to this address by the 1 October deadline to:

Vanessa Cummins  
School Organisation and Development Team  
West Sussex County Council  
Northleigh Ground Floor  
County Hall Campus – Chichester  
West Sussex PO19 1RF