

New Primary Free School, Silfield, Norfolk



Commissioning of a New School under Section 6A of Education and Inspections Act 2006

Background information, Specification & Application form

April 2023

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1. Section A - Introduction

Under section 6A of the Education and Inspections Act 2006 (the 'free school presumption') where a local authority identifies the need to establish a new school it must, in the first instance, seek proposals to establish an academy. Norfolk County Council has identified the need to establish a new primary school in Silfield, Norfolk, planned to open in September 2024 (subject to planning permission).

Education landscape in Norfolk

Norfolk is one of the largest counties in the UK and its geography is a varied mix of urban and rural. It is bordered to the east and north by over 90 miles of coastline. There is a two-tier model of local government in Norfolk.

The school landscape reflects the urban/rural mix. There are 3 All Through phase schools, 350 primary phase schools (including 3 nurseries) and 50 secondary schools, including the University Technical College Norfolk. There is 1 Sixth Form College (East Norfolk), 3 Further Education Colleges (City College, College of West Anglia, and East Coast College – Great Yarmouth campus), and 1 Sixth Form Free School (Sir Isaac Newton). There are also 2 Alternative Provision schools (Short Stay School for Norfolk, and The Pinetree School) and 16 Special schools

In the higher education sector, Norfolk is home to the renowned universities, the University of East Anglia (which in collaboration with the University of Essex sponsors the University Campus Suffolk and validates its degrees) and Norwich University of the Arts. Local Further Education Providers also provide a significant offer of higher education.

Norfolk has a vibrant developing economy with growth sectors in agri-tech, life sciences, advanced manufacturing, energy and engineering. Financial services, tourism and culture and digital creative sectors also play a key underpinning role in Norfolk's ambitious growth plans.

Evidence of need for a new primary school in Silfield

The planning area of Wymondham has experienced significant population growth over many years and has seen the previous infant and junior schools serving the town reorganised to six form of entry all through primary phase to accommodate the additional places since 2015.

Through the growth of the 1500 new homes remaining to be built in Wymondham and the popularity of the area it is expected continued pressure will exist until the introduction of the new school in the Silfield area. The housing has secured Section 106 contributions and land for a new 2 FE primary school generating 420 places as a maximum.

The opening of the new school will need to be carefully managed alongside the existing schools in the area.

Current 2022/23 pupil forecasts for the Wymondham primary planning area are as follows:

Year	YR	Y1	Y2	Y3	Y4	Y5	Y6	Total	surplus/deficit
									places
21/22	217	222	223	209	224	218	219	1532	0
22/23	224	222	228	227	211	227	221	1560	-60
23/24	205	232	230	236	236	220	235	1594	-94
24/25	203	214	241	239	245	245	229	1616	-116
25/26	206	210	221	248	246	252	252	1635	-135
26/27	216	210	214	225	252	250	256	1623	-123

The table indicates the pressure for places increasing as the development yields additional pupils. We expect a yield of 422 places from the development of 1500 homes, we would want this new school to serve the development as a centre for the community.

Current primary provision

Currently Robert Kett Primary is the largest of the schools in the area, they have agreed to reduce their PAN to 2 FE due to traditionally taking some of the children from the developments centred in the Silfield area, this will support with the reduction of pupil movement across the town and reduce the traffic concerns in the vicinity of the school.

School	Type of School	Ofsted Rating	Published Admission	Net Capacity	Number of Pupils on Roll (census	
	501001		Number (Sept	Capacity	Jan 2023)	
			2022)		,	
Browick Road	Community	Outstanding	30	210	214	
Primary and Nursery						
Wymondham	Free	None	60	420	234 (growing year	
College Prep School					by year)	
Ashleigh Primary and	Community	Outstanding	60	420	441	
Nursery						
Robert Kett Primary	Foundation	Requires	90	630	607	
		Improvement				

*Wymondham College Prep School new school from September 2021

*Wymondham College Prep School has no catchment and does not just admit children from the Wymondham area. In 22/23 the school had 234 children on roll and 69 children in KS1 that were from the Wymondham/Silfield catchment.

The developments already established in the Wymondham area will continue to adapt and change, along with the new development currently under construction on land East and West of Rightup Lane which is expected to generate additional pressure.

Norfolk County Council's analysis of places shows any capacity in existing schools will be taken and demonstrates the demand for a new school in Silfield, based on existing and future expected growth.

Pupil profile of the area

Please note there are no schools within 3 miles of the proposed new primary free school in Silfield.

The following pupil profile information reflects the data of the existing pupils in the Wymondham Parish area.

Element	Category	Number	Percentage	
Pupil Population (Spring 2023)	All pupils in NC1,NC2 & Yr R - 6	1376	N/A	
	Yr 6 (for KS2) Summer 2022	192	N/A	
Free School Meals	I Population ing 2023)All pupils in NC1,NC2 & Yr R - 6I Population ing 2023)Yr 6 (for KS2) Summer 2022Yr 6 (for KS2) Summer 2022School Meals A)FSM Eligible - YESSchool Meals A)FSM Eligible - NOdren in Care (CiC) mbers from Norfolk 	198	16.8%	
(FSM)	FSM Eligible - NO	1178	83.2%	
Children in Care (CiC) (numbers from Norfolk VS CiC Dashboard - w/e 14/04/2023)	CiC cohort (Primary phase)	4	0.3%	
Previously Looked After	N/A	N/A	N/A	
Children (PLAC)	N/A	N/A	N/A	
	BME	160	11.6%	
ETHNICITY - MAIN	White British (WBRI)	1174	85.3%	
GROUP	Information Not Yet Obtained	36	2.6%	
	REFUSED (to say)	6	0.4%	
Special Education	EHCP	26	1.9%	
Needs and Disability	SEN Support	148	10.8%	
(SEND)	No Recorded SEN / Blank	1202	87.4%	
	RWM expected	125	65.1% (Norfolk 50%)	
Key Stage 2 outcomes (2021/22 AcYr)	Reading Expected	155	80.7% (Norfolk 70%)	
DfE Validated data	Writing Expected	142	74% (Norfolk 60%)	
	Maths Expected	148	77.1% (Norfolk 65%)	

Above based on pupils at schools in Wymondam Parish* from Spring 2023 Census unless indicated otherwise.

* Ashleigh Primary and Nursery School; Browick Road Primary and Nursery School; Robert Kett Primary School

Process and Timetable for application

Process	Timescale
Publication of specification and invitation to sponsor a	25 April 2023
new primary school	
Closing date for potential sponsors to submit application	Tuesday 6 June 2023
forms to Norfolk County Council	(deadline 12 noon)
Norfolk County Council sends details of all applications	By 6 June 2023
to DfE and seeks views on applications	
NCC Panel undertake initial assessment of all	Week beginning 19 June 2023
applications, with RD	
Shortlisted applicants for interview notified	By 23 June 2023
Interviews with Panel constituted by Norfolk County	Week beginning 10 July 2023
Council	
Recommendation and referral of named preferred	By 20 July 2023
bidder to DfE (RD)	
Decision by Secretary of State (RD)*	By October 2023

*there is no specified timescale for this part of the process, but it is estimated at 6 weeks.

Once advised of the Secretary of State's decision the local authority will publicise this information on its website and via other media/communication channels and begin the process of working with the successful sponsor to establish the new school.

The Regional Director (RD) for East England on behalf of the Secretary of State, will consider the local authority assessments and recommendations before deciding which proposer is in the best position to take forward the new school. The RD will inform the local authority, the successful proposer and the local MP of its decision and the local authority will inform any unsuccessful proposers.

<u>NB</u>: the local authority 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 DfE's free school programme route can be found at:

https://www.gov.uk/government/collections/opening-a-free-school

Application process

To **register interest** in applying and to be part of a general mailing list for updates about this opportunity, please email: <u>schoolreview@norfolk.gov.uk</u>.

If you would like further information or wish to discuss your application, please contact Caroline Money via email <u>caroline.money@norfolk.gov.uk</u>

Potential sponsors should complete the application form which can be found in Appendix A and once completed should be sent to schoolreview@norfolk.gov.uk by 12 noon, 6 June 2023.

New proposers will need to be assessed by the DfE through the normal sponsor approval route and will therefore need to make a separate application to the DfE to become a sponsor. Contact with the DfE should be made as soon as possible and before submitting a formal proposal to Norfolk County Council.

2. Section B - The School

Type of school	Primary Free School
Opening Date	September 2024 (earliest and subject to planning permission)
Character/ethos of school	There is an expectation the approved provider will have a clear vision for this new school. This will include a coherent statement of the underlying principles and ethos the school will adhere to and how these will help deliver the aspirations Norfolk County Council have set out in this document.
	We are looking for a provider with a record of accomplishment for outstanding or good education and a strong record of school improvement. The curriculum should be broad, balanced and delivered in an inspiring and exciting way. High educational standards with a resolute focus on ensuring children can reach their potential are a key requirement. At the same time, the school must show a strong moral and caring ethos, ensuring children have the care and support they need to thrive. The school must be fully inclusive.
	The approved provider should be able to demonstrate how they will work in partnership with Norfolk County Council, other local schools and other agencies and organisations, to support individual children and to use their expertise to raise standards in other schools. This includes working with local early years settings and secondary schools to help ensure successful transitions between educational phases.
Phase of education and age range	Primary, 4 – 11 years
Gender	Mixed
Pupil capacity	The school has been designed for a 2 form entry (2FE). We will work with the approved provider to balance the availability of places against local demand and to minimise the impact on neighbouring primary schools.
Planned initial PAN, number of forms of entry on opening and expected rate of growth	Initially the PAN will be 30 in Reception, growing year on year until the school has reached capacity of 420 pupils. However, this will be reviewed and depend on demand for primary school places from local housing developments and the age range of children moving into the area. See Appendix B for the proposed growth by cohort.
Proposed admission arrangements and catchment area	Admissions are determined by the admission authority but must prioritise local children and fully comply with the school admissions code. The admission number in the school will be 60 in all age groups i.e. 2 FE. See above regarding the initial PAN.
	All proposers will be expected to follow the DfE School Admission Code and the School Admissions Appeals Code. Proposers will be required to participate in Norfolk County Council's co-ordinated scheme for admissions and the Council's in-year admissions procedure.

	The catchment area will be defined, but is likely to be the boundaries of Silfield and will include the housing development adjacent to the new school.
Site details and	The school is situated in Silfield. The address will be;
location (incl postcode and	Dunlin Drive Silfield
details of ownership)	Wymondham NR18 9EH (awaiting postcode confirmation from District Council)
	See Appendix C for details site and floor plans.
	The two-storey school will be built to current DfE Building Bulletin requirements for primary schools. The new school will be a modern design, offering high quality facilities for the benefit of the new school and the wider community. The school will accommodate 420 children, when up to capacity.
	The school will be designed and procured by Norfolk County Council and will then be transferred by the County Council on a 125-year lease, to the approved provider.
Nursery provision	There will not be nursery provision due to the constraints of the site. The Silfield area has one "forest" preschool in the immediate area. In addition, within a $5 - 10$ miles radius there is 1 maintained nursery, 2 full day care, 7 preschools, and 11 childminders. With the recent government announcement, it is anticipated that additional early years places will be needed in the coming years.
Sixth form provision	No
SEN provision	The new school must provide an inclusive learning environment in which all pupils, including those with special or additional educational needs and those with disabilities, are supported and enabled to make appropriate progress. The needs of vulnerable children and young people should be met locally wherever possible. The new school should have a strong focus on equalities, early intervention and supporting the needs of the local community
Transport arrangements	It is expected that the majority of children attending the school will walk and cycle to the school, as the new development has a network of footpaths with links to other nearby housing and is centrally located to serve both the existing community and the future proposed housing development. The school will, however, be expected to develop a School Travel Plan to comply with the likely planning conditions for the development and to encourage safe and sustainable travel to school. There is no expectation that the Council will provide a home to school travel service as a matter of course.
Details of any planned community use of the building	There is a Community Use Agreement on the playing fields, as set out in the S106 Agreement. The approved provider will be expected to ensure that the school
	plays a key role within its immediate community and the wider local economy. The school will be expected to provide access for community groups as appropriate.

3. Section C - Vision

Applicants should take account of the relevant criteria in Annex C of the free school presumption guidance.

As a minimum, please ensure you include the following:

- A strong educational vision and a curriculum delivery based on high standards of attainment for each key stage
- Plans for appropriate engagement with the local community and parents during the pre-opening period and any on-going engagement
- Excellent support facilities to meet the needs of all children, including looked after children, those with Special Educational Needs, etc
- A commitment to excellent outcomes and high quality of teaching and learning

4. Section D - Education Plan

Applicants should take account of the relevant criteria in Annex C of the free school presumption guidance.

As a minimum please ensure you include the following:

- An ambitious, broad and balanced, deliverable curriculum plan which is consistent with the vision and pupil intake. This could include a curriculum table and pupil build up chart
- Strategies for measuring pupil performance effectively and setting challenging targets
- A staffing structure that will deliver the planned curriculum within the expected income levels; with a focus on outstanding teaching (including strategies for effective performance management). This could also include an organogram and staff build up chart
- The needs of all children are fully provided for and how the school will be fully inclusive
- Details of enrichment and extended services, for example, breakfast clubs, sports clubs, homework clubs and music/art clubs
- The school's approach to: PHSE; the Prevent Duty; safeguarding and welfare; and promoting fundamental British values (democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs)

5. Section E - Capacity and Capability

Applicants should take account of the relevant criteria in Annex C of the free school presumption guidance.

As a minimum please ensure you include the following:

• The resources you would draw on and/or deploy to support the development of the new free school by the opening date

- 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

6. Section F - Funding and Costs

Capital costs will be met by the Local Authority.

The land is in the ownership of Norfolk County Council and will be delivered to an Academy Trust via a standard 125-year lease.

Furniture, Fittings and Equipment

Furniture, fittings and equipment (FF&E) along with ICT are provided as part of the project.

Pre-Opening Costs

NCC will seek evidence from the successful applicant regarding projected pre-opening costs. The successful applicant will be expected to sign up to a Memorandum of Understanding to work within an agreed capped Pre-Opening Grant amount of £195,000 (reduced to £125,000 if this school is not the first school to be opened by the Trust via the NCC LA Presumption Route school in the same academic year). The Pre-Opening Grant is expected to cover all revenue costs up until the opening of the school, for example:

- project management (support to coordinate all work leading to the development of the school, excluding site related issues)
- educational services
- staff recruitment (including the principal designate)
- salary costs (which often include the principal designate, finance or business manager and administrative support in advance of opening)
- marketing costs
- consultation costs and open evening costs
- pre-opening office costs
- administration of admissions (including applications and appeals)
- trustee induction and support
- financial and management information system (purchase)
- contingency for unexpected costs

A payment profile for Pre-Opening Grant will, upon successful application, be agreed between the Trust and the LA.

Any unspent grant would be permitted to be rolled into the school's budget, but not held by the Trust.

In addition, the DfE currently provides a one-off Project Development Grant of £25,000 to successful applicants to cover legal expenses in relation to setting up the new free school.

Financial Plan

The DfE's Mainstream School financial template should be used to generate an indicative core budget and financial plan. After opening, the new school will be funded directly for its core budget by the Education and Skills Funding Agency (ESFA) on the same basis as other academies and free schools. However, any top-up funding that is required for high needs pupils will be allocated by Norfolk County Council.

All costs of running the school should be submitted within the Trust's financial plan as part of the application process to the LA using the DfE's Mainstream School financial template.

Post-Opening Costs

In addition to the core budget from the ESFA, Norfolk County Council may agree to provide Post-Opening Grant funding. Any Post-Opening Grant funding agreed between the LA and the Trust would be time-limited to cover diseconomies of scale during the opening years of the school. The amount is based on an assessment by Norfolk County Council and is not subject to ESFA policy.

Please ensure that you develop your financial plan for the new school based on the information provided in this document and be ready to provide it, if invited for interview. If you have any queries about funding for the new school, please contact us via <u>schoolreview@norfolk.gov.uk.</u>

7. Section G - Impact and Equalities Assessments

As prescribed by section 9 of the Academies Act 2010 and section 149 of the Equality Act 2010, the local authority must assess the potential impact of any new school on existing educational provision in the area. The local authority must also consider whether the new school would impact on any groups with protected characteristics.

Norfolk County Council has carried out an Equalities Impact Assessment. This included an analysis of the people affected by this proposal and the potential impact, incorporating:

- Impact of education in specialist provision
- Impact on other schools
- Capital impact

The Equalities Impact Assessment identified several positive impacts:

- More children and young people can be educated closer to their home as it provides local places for local children.
- The additional school will extend the range of preferences available for parents/carers.

Norfolk County Council confirms that the new school will **not** have a negative impact on public or service users and that no particular groups of people or current local schools will be adversely affected by the new school. However, there are a number of risks identified within the development of a new free school and appointing a sponsor:

• House build rate slows and expected number of children is impacted

- Sponsor has additional accessibility needs
- Delays to new school opening
- Sponsor not identified through presumption process
- Admissions impact if Sponsor appointed by RD with religious focus

Listed below are the recommended actions that will help to mitigate these risks.

Number	Action	Lead	Date
1.	Monitor pupil places	Place Planning	ongoing
2.	Work with trust sponsor, once appointed on accessibility issues	Capital	by Sept 24
3.	Delivery of new school on time, compliant with DfE Building Bulletin 103 requirement for primary schools	Capital	By Sept 24
4.	If the RD sponsors a Trust with a religious focus, to work with the trust, to ensure the school will be inclusive	Partnership Adviser	From Sept 22 – Sept 24

8. Assessment of Proposals

Only applications received by the published deadline of noon on 6 June 2023 and on the attached form in Appendix A, will be considered for evaluation.

Applicants must ensure that they are on the DfE's approved academy sponsor list. Any applicants submitting bids, who are not on the approved list, must contact the DfE before submitting a bid to Norfolk County Council – details can be found at http://www.gov.uk/sponsor-an-academy.

All bids received will be evaluated against the criteria set out in the application form and the key criteria set out by the DfE (<u>Annex C</u>), which are;

- Strategic vision
- Educational capacity and performance
- Financial planning
- Operational capacity
- Governance

Scoring criteria:

Each criterion is scored using a 4-point scale so that:

- 0 = The evidence and argument contained in the application is "inadequate"
- 1 = The evidence and argument contained in the application is "adequate".
- 2 = The evidence and argument contained in the application is "good".
- 3 = The evidence and argument contained in the application is "excellent".

Each section and criterion will be scored equally, no weighting applies.

Shortlisted applicants will be invited to an interview, with a panel constituted by Norfolk County Council.

After the panel interview, Norfolk County Council will send details of its preferred applicant, along with details of all bids, to the DfE for consideration. The Regional Director (RD), on behalf of the Secretary of State will consider the Council's assessments before deciding on which applicant is in the best position to take forward the new school. The RD will then inform Norfolk County Council of their decision.

Appendix A – Application Form

Please note; the application is available as a <u>separate Word document format</u>, which may be easier to complete. Please do not send financial plans at this stage. You will be asked to provide the financial plans, if you are invited to an interview. Please do not send appendices or additional attachments with this application, as they will not be considered at the shortlisting stage.

An application to establish a new primary free school in Silfield, Norfolk to open in September 2024, at the earliest (subject to planning permission).

Section A – Applicant Details

Name of organisation.

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.

Appendix B – Growth by cohort

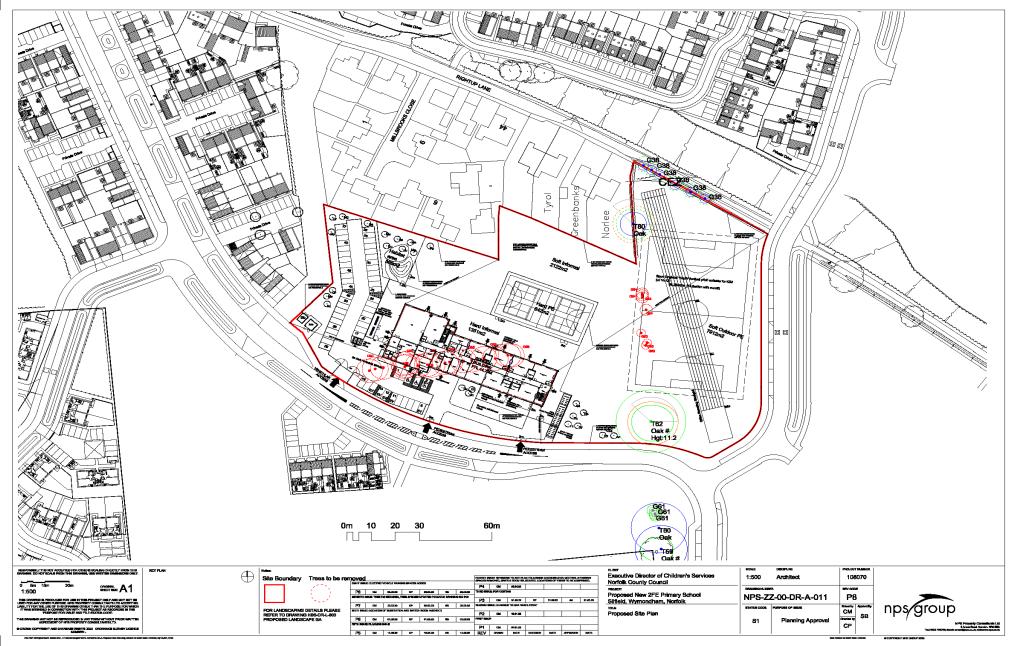
Year	Y R	Y 1	Y 2	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Total
24/25	30												30
25/26	30	30											60
26/27	30	30	30										90
27/28	30	30	30	30									120
28/29	60	30	30	30	30								180
29/30	60	60	30	30	30	30							240
30/31	60	60	60	30	30	30	30						300
31/32	60	60	60	60	30	30	30						330

Table of need identified following the managed transition of the area including the new school site.

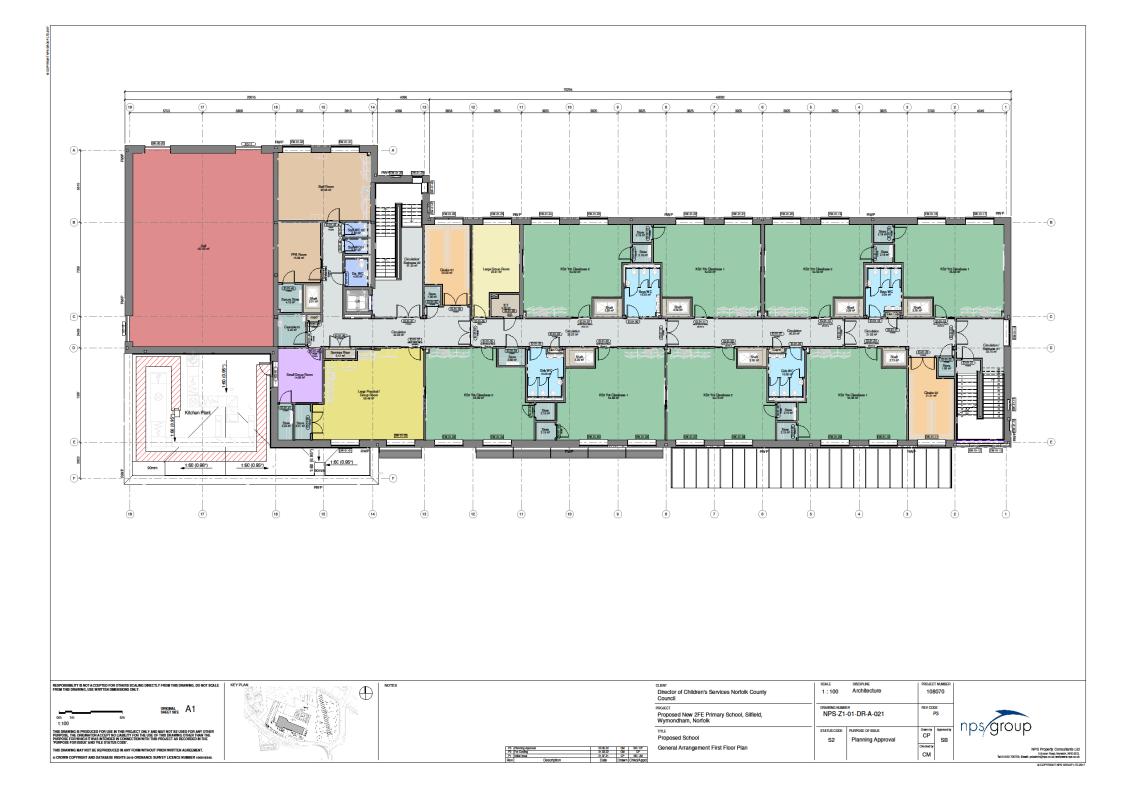
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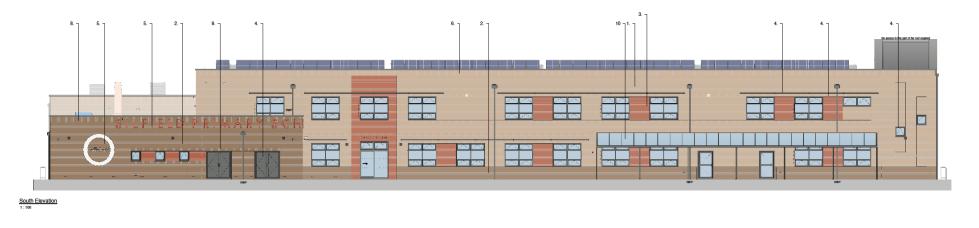
- There could be a need to open an additional class in a higher year group, this will depend on the child yield from the growing developments.
- This could be subject to change.

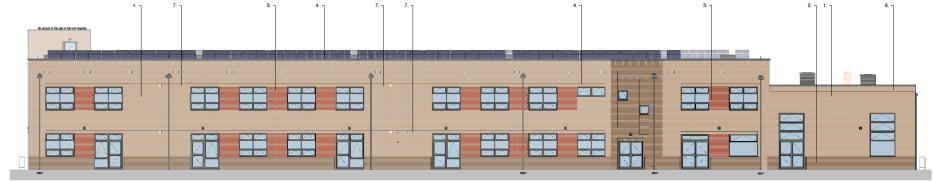
Appendix C – site map and floor plans



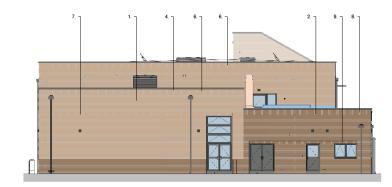






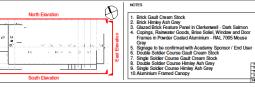


North Elevation



West Elevation







7

6

10

11.11.22 OM CP 85.36.22 OM 587/CP 31.83.22 OM CP 21.97.21 CP \$88/JM

	CLENT Director of Children's Services Norfolk County Council	As indicate	d Architecture		CT NUMBER 8070		
	PROJECT Proposed New 2FE Primary School, Silfield, Wymondham, Norfolk	DRAWING NUME NPS-Z1	er -ZZ-DR-A-100	REVCO	ide P4		
pd	me Proposed School General Arrangement Elevations (Colour)	STATUS CODE S2	PURPOSE OF ISSUE Planning Approval	Drawn by CM Checked b CP	SB	NPS/GROUP NPS Property Consultants Ltd Listenet montes, team production of the consultants Ltd Listenet montes, team production of the consultants of the consultants of the consultants of the consultant of the	