**New School Proposal Form**

Oxfordshire County Council runs a two-stage application process, first inviting outline expressions of interest from potential sponsors, and then shortlisting up to three applicants to submit a detailed proposal.

In the first instance, applicants should only complete Part 1 of this application form. Only shortlisted applicants should complete Part 2.

This application form should be used in conjunction with the published specification for the new school and the ‘free school presumption’ advice published by the Department for Education - see [Establishing a new school: free school presumption - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/establishing-a-new-school-free-school-presumption)

Your Expression of Interest (EoI) should provide a concise summary of your intended proposal and will be the basis for the county council to shortlist providers who will be asked to submit a detailed proposal.

Expressions of Interest will be assessed against their ability to meet the following broad criteria:

* the quality of the places being added into the system, based on the proposer’s vision and educational track record;
* the experience and expertise the proposer can bring to the task of delivering their proposal to time and on budget.

**Expressions of Interest should be received by midday on 3 November 2021.**

Only electronic copies of applications are required, but you should take care to ensure that all documents are formatted to print clearly. If you need to submit any documents in a different format, please contact us for delivery details.

*It is currently expected that invitations to submit detailed proposals will be issued by the start of December 2021, with submissions due by midday 10 January 2022, but applicants will be kept informed if there are changes to this timescale.*

Further information is available from, and Expressions of Interest should be sent to:

[academies@oxfordshire.gov.uk](mailto:academies@oxfordshire.gov.uk):

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**An application to establish a new primary school in NE Didcot, Oxfordshire to open in September 2023 or 2024**

**Part 1: Expression of Interest**

**Section A – Applicant Details**

**Proposer organisation(s) – where applying jointly, outline respective roles**

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| **Lead organisation** |  |
| **Other organisations, if any** |  |

**Contact details**

|  |  |
| --- | --- |
| **Details of main contact** | Name:  Email:  Telephone:  Address: |
| **Alternative contact** | Name:  Email:  Telephone:  Address: |

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| **When did you become a DfE approved sponsor?** |
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| **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.** |
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| **Summarise the experience and expertise of the organisation(s) in delivering complex projects on time and to budget. Further detail and evidence will be required from shortlisted applicants in the detailed proposal.** |
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**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, including how you plan to manage the growth of the school to meet the needs of the changing population.**  **If your proposal differs in any way from the requirements set out in Section B of the specification, please detail how and why this is the case as outlined in Section B of the specification** |
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**Section C – Vision**

| **Please explain your educational vision and how it meets the requirements in the published specification. If shortlisted, you will be required in your detailed proposal to fully explain and evidence how the school will achieve its educational vision.** |
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**Part 2: Detailed proposal**

**– only to be completed by shortlisted applicants**

Shortlisted applicants should fully explain and evidence how the school will achieve its educational vision under the following headings. Applicants should take account of the published specification as well as relevant criteria in Annex C of the free school presumption guidance, which provides more detail on the evidence which should be provided.

**Section D – Education Plan**

| **D1: Curriculum** |
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| **D2: Measuring performance** |
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| **D3: Staffing structure – please attach an organogram showing the proposed staffing structure each year until the school is at full capacity. Please also state if you intend to use any of your existing staff in the new school and if so, how this will work in practice.** |
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| **D4: Ensuring inclusivity, safeguarding and strong communities – if your proposal is for a school with a religious ethos or character, please also provide the further detail set out in the relevant section of the DfE’s Free School Model Criteria** |
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**Section E – Capacity and Capability**

| **E1: Experience and credentials** |
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| **E2: Governance – please include a diagram showing your proposed governance model, including lines of accountability.** |
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**Section F – Funding and costs**

Shortlisted applicants should submit a robust financial plan for the school, covering the period until the school is operating at full capacity. They should detail their contingency planning should pupil intakes grow slower than expected, given the inevitable unpredictability of future housing delivery. This plan could be in the form of the DfE’s School Financial Template, or similar tool.

**Section G – Other information**

| **If you would like to provide any further information to support your proposal, please do so here.** |
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