

Specification for a new 2 Form Entry Primary School in North West Horley

**February
2017**

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. Surrey County Council (SCC) has identified the need to establish a new 2 Form Entry (2FE) Primary School in the North West Sector of Horley to open in September 2020.

The Horley Master Plan (HMP) represents a long-term strategy to delivery high-quality, sustainable new development in the town and forms part of Reigate and Banstead Borough Council’s 2005 adopted Local Plan. The HMP plans for 2,600 new homes, along with enhanced infrastructure and facilities for local people. The majority of these homes will be provided in the form of two new sustainable urban extensions, which are known as the North East Sector and the North West Sector, as well as on a number of smaller sites in the town. The North East Sector development is now largely complete and includes a new 1FE primary school, which has been operational since September 2014.

The North West Sector’s marketing name is Westvale Park and this development is the second of the two urban extensions to come forward. Outline planning permission for Westvale Park was granted in December 2014, following extensive consultation and the completion of a Section 106 Agreement secures infrastructure and service improvements. Work on the Westvale Park site began in December 2015 and housing units are expected to complete in the period 2016/17 – 2026/27. When complete, Westvale Park will include:

- 1,510 market and affordable homes (75% and 25% respectively);
- A new, 2FE Primary School;
- A ‘Neighbourhood Centre’, comprising a community hall, local shops and sites for a place of worship, medical centre, public house/restaurant and employment use;
- Open space and play facilities; and
- Two new link roads connecting the development to the A213 and A217.

This document relates to the opportunity to open and operate the development’s new 2FE Primary School. It is estimated that the development itself will generate the majority of the demand for places at the new school, with this being supplemented by additional demand in the wider Horley area, resulting from elevated birth rates in recent years. Funding is secured for this school through the associated Section 106 Agreement, which will be supplemented by SCC Basic Need funding, if required. The school site has also been secured in the terms of the Section 106 Agreement, which was seen to be warranted on the basis of the development’s scale and the desire it to be “sustainable” in terms of its supporting infrastructure.

The strategy of installing a new free school within this development is also in alignment with Surrey County Council’s School Organisation Plan 2016/17 – 2025/26, available, along with this document and the associated application form, via the following link:

<http://www.surreycc.gov.uk/newschoolproposals>

Surrey County Council will be responsible for the delivery of the new 420-place school building, upon handover of the site (with suitable access) by the developer.

The authority is therefore seeking proposals from appropriate sponsors to open this new school. This school would be deemed a free school. Proposers should complete the Free School Presumption application form and return it electronically to:

schoolorg@surreycc.gov.uk

Completed forms must be received by SCC no later than **5:00pm on Friday 31 March 2017**.

The below tables provides an outline of the key competition and build dates, leading through to the opening of the new Free School building in September 2020:

Free School Competition:		
No.	Action	Date
1	Start of the Free School competition	6 February 2017
2	Closing date for the receipt of proposals from potential Free School sponsors	31 March 2017
3	SCC submits details of the competition and a copy of all proposals to the DfE	7 April 2017
4	SCC Internal Assessment Panel held to assess proposals received	10 May 2017
5	Cabinet Member Decision to determine SCC’s preferred proposer	13 June 2017
6	SCC submits details of the assessment process and preferred proposer to the Secretary of State	16 June 2017
7	DfE notifies SCC, the successful proposer and the local MP of the Secretary of State’s decision with respect to the outcome of the competition	July 2017
8	SCC notifies unsuccessful proposers of the outcome of the competition	July 2017
Build Process:		
No.	Action	Date

9	Feasibility Study	March 2017 – June 2017
10	Establishment of project resource	July 2017 – August 2017
11	Design and tender process, including securing planning permission	September 2017 – September 2018
12	Delivery of new school buildings	October 2018 – August 2020
13	New school opens	September 2020

As shown at point 3, SCC is required to submit a copy of all proposals that it receives to the DfE. In this respect, it is important to note that once the proposals are submitted to the Department, the information provided, including personal information, may be subject to publication or disclosure in accordance with the Freedom of information Act 2000 and the Data Protection Act 1998.

It should be noted that SCC does *not* intend to invite proposers to the Internal Assessment Panel listed at point 4 of the above timeline. As such, proposals will be scored and evaluated *solely* on the basis of the written proposal submitted. Scoring will be conducted on the basis of the model assessment criteria for Free School proposals, produced by the DfE as Annex C of the free school presumption guidance and available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/499883/Annex_C_-_model_criteria_for_local_authorities_and_proposers.pdf

Each of Section A through to Section E below will be scored using the following four-point scale:

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 will be given equal weighting, meaning that proposals will be scored on an aggregate scale of 0-15, which will be provided to the DfE along with SCC’s determination of its preferred proposer.

The Regional School Commissioner (RSC) for South-East England and South London, 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 RSC will inform the local authority and

the successful proposer of its decision, and the local authority will inform any unsuccessful proposers.

If you would like further information or wish to discuss your application, please contact:

Oliver Gill
Room 326
County Hall
Penrhyn Road
Kingston-upon-Thames
Surrey
KT1 2DN

Email: oliver.gill@surreycc.gov.uk

Tel: 020 8541 7383

Please return your completed application form to: schoolorg@surreycc.gov.uk

NB: 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/publications/free-schools-in-2014-how-to-apply-mainstream-and-16-to-19-free-schools>

Section A – APPLICANT GROUPS

In this section applicants provide information about their group. Proposers must be DfE approved sponsors. If you are not already an approved sponsor you will need to separately apply via the formal sponsor approval process. You should contact the DfE about becoming a sponsor before submitting a proposal and you can find out more information at <https://www.gov.uk/guidance/sponsor-an-academy>

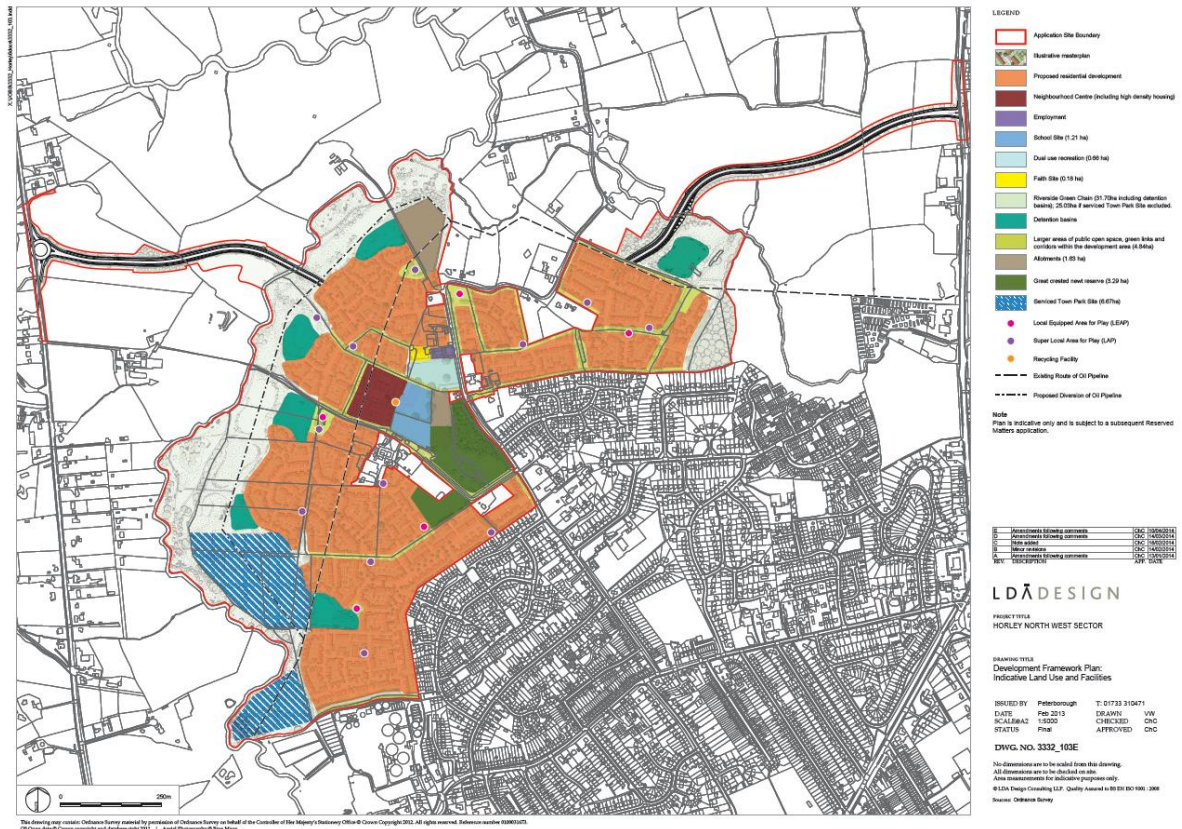
It should be noted that the application to become an approved sponsor can be run in tandem with the application to operate the school that is the subject of the current document. As such, Surrey County Council will consider bids from parties who have applied to become an approved sponsor, but whose application is outstanding.

Section B -THE SCHOOL

- Site details

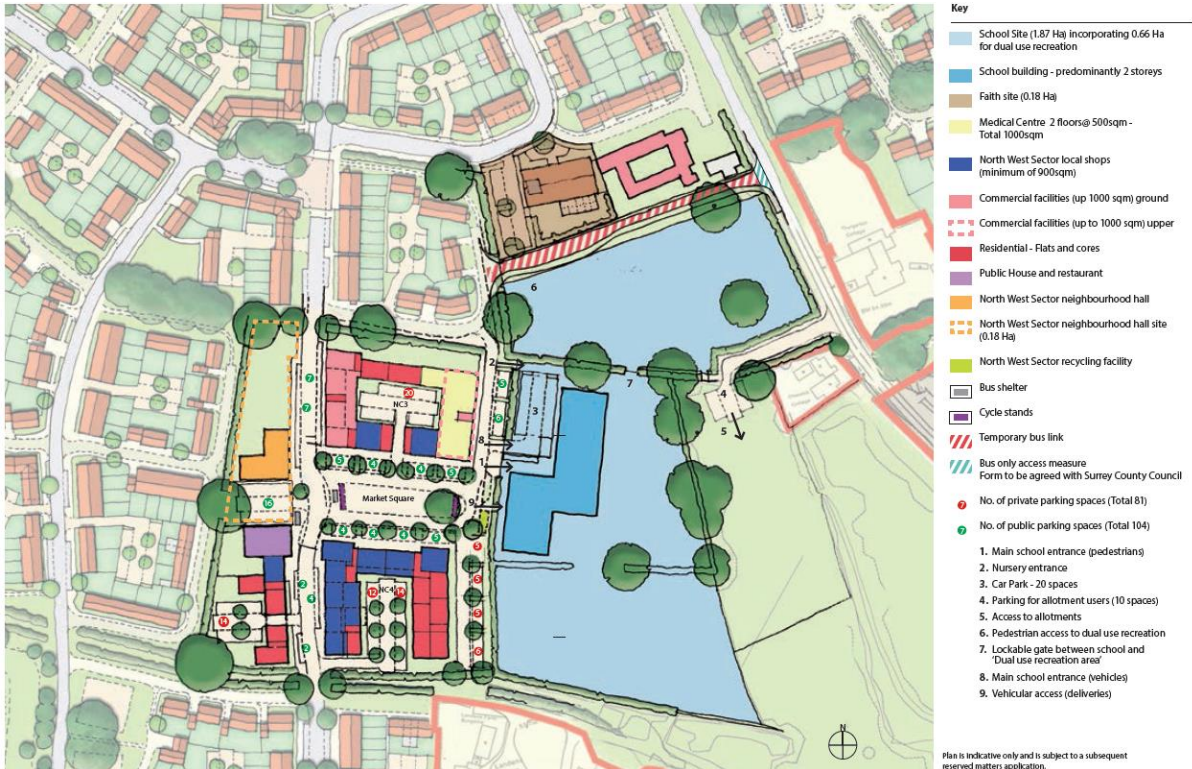
The new school will be located within the Westvale Park development, in the North West Sector of Horley. The particular site that has been set aside by the developer is located at the centre of the development, adjacent to the Neighbourhood Centre. For reference, the closest existing property is Meath Green Farm (RH6 8HZ). The school site is shown by the dark and light blue areas marked blue in the below plan:

Development Plan



The site is 18,700m² (incorporating 6,600m² for dual use recreation) and a plan of the area in question (highlighted in blue) is provided below:

Site Plan



The site is due to be handed over the SCC upon the occupation of 300 homes within the wider development. This is projected to be in October 2018. In advance of this date, the Council plans to work in partnership with the successful proposer to develop a design for the new school and, together with an appointed contractor, to take this design through the planning process, in order that building work commences as soon after the site handover date as practicably feasible.

In outline, the building work will comprise:

- A 420-place Primary School;
- External playing field;
- Hard play areas;
- Staff and visitor car parking; and
- Such other ancillary facilities as required as part of the planning process

The new school building will be built in line with BB103 guidelines for a 2FE Primary School. SCC will be managing and have ultimate budgetary responsibility for this project. On that basis, by submitting a bid to operate this Free School, all proposers accept that any decisions with respect to the specification of the building are at the ultimate discretion of SCC.

- **Pupil capacity**

The capacity of the school will be 420 pupils.

- **PAN**

The school's Planned Admission Number (PAN) will be 60.

- **Age range**

The school will serve the primary age range (4-11 years).

- **Gender**

The school will serve a mixed cohort of both male and female pupils.

- **Nursery provision**

N/A

- **Sixth form provision**

N/A

- **SEN provision**

It is expected that the new Free School should be an inclusive school. The school will provide for the normal range of Special Educational Needs (SEN) as would be found in a typical mainstream primary school. This will include providing places for pupils with SEN, where the school is named on the child's Education, Health and Care Plan (EHCP). It is not expected that there will be any specific SEN provision or specialist unit at the school upon opening.

- **Community use / shared facilities**

The new Free School will be expected to provide the standard range of before- and after-school clubs as are provided in a typical mainstream primary school. In this respect, the school would be expected to serve as a resource and hub for the community within the new development.

In particular, it should be noted that 6,600m² of the playing field area has been formally designated as being for "dual use recreation". On this basis, it will be expected that this area of the site (marked in light blue on the Development Plan) will be before the school's exclusive use during the school's core hours and opened up to use by the wider community outside of these hours. It is expected that the successful proposer will enter into a formal agreement in this respect.

- **Catchment area**

Whilst it will be for the school to determine its own admission arrangements, the use of catchment areas is not standard practice for primary schools in this area.

- **Proposed admission arrangements**

The school will have a PAN of 60 from September 2020. Admission will be into Year R in this year and in all following years, in order that the school grows incrementally, year-on-year, as the initial intake moves its way

progressively through the age range. As such, it is projected that the new school would reach its capacity of 420 places in September 2025, as shown in the below table:

Year	YR	Y1	Y2	Y3	Y4	Y5	Y6	Total
2020/21	60	-	-	-	-	-	-	60
2021/22	60	60	-	-	-	-	-	120
2022/23	60	60	60	-	-	-	-	180
2023/24	60	60	60	60	-	-	-	240
2024/25	60	60	60	60	60	-	-	300
2025/26	60	60	60	60	60	60	-	360
2026/27	60	60	60	60	60	60	60	420

As its own admissions authority, it will be for the new Free School to determine its own admissions arrangements, with the proviso that these must be in line with the DfE's School Admissions Code and School Admissions Appeals Code. In addition, it is a requirement that the school will participate in SCC's coordinated admissions process and Fair Access Protocol, information on both of which can be accessed from the associated website:

<https://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions>

- **Transport arrangements**

It is anticipated that the new Free School will serve a wider area than the wider housing development of which it is part. The school will be expected to formulate a School Travel Plan reflective of this wider intake, with a view to ensuring that the majority of pupils attending the school use sustainable modes of transport when travelling to/from school.

Home to school transport will only be provided in line with SCC's Home to School Transport Policy, which is accessible at:

<https://www.surreycc.gov.uk/schools-and-learning/schools/school-transport>

- **Equalities impact analysis**

An Equalities Impact Assessment has been undertaken separately. This identified no detrimental impact on either other existing local education establishments or particular groups of pupils from an equalities perspective. This has been provided to the Department for Education and is available from

SCC on request.

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/carers 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.
- Details of how the school would focus on the needs of pupils for whom the pupil premium provides support and how this additional funding would be used to close the attainment gap for this group of pupils.
- A commitment to excellent outcomes and a high quality of teaching and learning.

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.
- Strategies for measuring/monitoring pupil performance and progress effectively and setting challenging targets.
- A whole school approach to continuous school improvement.
- 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).
- 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; promoting fundamental British values (democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs); and promoting the Spiritual, Moral, Social and Cultural development of pupils.

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.

Section F – FUNDING AND COSTS

SCC has allocated sufficient funding for a 2FE Primary School on this site, within its 2016-21 Medium Term Financial Plan. This comprises a S106 contribution from the developers of Westvale Park, to offset the forecast additional pupil demand created by the development, combined with a contribution from SCC's Basic Need programme, targeted at meeting increased demand in the wider area (primarily driven by increasing birth rates). The forecast S106 contribution amounts to £4.6 million and this will be augmented by an SCC capital sum, in line with the funding gap that is identified within the Feasibility Study that will be conducted in partnership with the successful proposer.

SCC will build the school with this capital and subsequently transfer ownership of the site and buildings to the successful proposer by way of a 125-year lease, based on the DfE standard model.

The DfE currently provides £25,000 for legal expenses to the successful sponsor.

SCC will provide the successful proposer with a one-off grant of £100,000 to cover the non-capital pre-opening development costs associated with establishing a new school, including advance appointment of staff and other costs. In addition to this, after the opening date, the Council will provide support with diseconomies of scale funding based on the number of missing year groups, and with funding for classroom resources for new classes. The precise amount will be determined by the growth fund criteria agreed annually with the Schools Forum and/or by the school funding regulations in place at the time. Furthermore, the arrangements may well change as part of the introduction of a National School-level Funding Formula for schools in the near future. However, as an indication, for the 2016/17 financial year, Surrey County Council's diseconomies of scale rate was set at £13,500 per missing year group, per academic year. Additionally, £8,000 is presently provided for each new class for non-capital resources. We would expect all other revenue costs to be met from the school's General Annual Grant, in the normal way.

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.

The Equalities Impact Assessment conducted in advance of this Free School competition identified no detrimental impact on either other existing local education establishments or particular groups of pupils from an equalities perspective. The associated documentation has been provided to the Department for Education and is available from SCC on request.

This page is intentionally left blank