



Department
for Education

Suffolk County Council

Free school presumption:

**Specification for proposers wanting to
establish a new school for Henley**

**Gate, Ipswich Garden Suburb, Ipswich,
Suffolk.**

Section A - Introduction.....	3
The local area.....	4
Timetable	6
Section B - The School	8
Opening date.....	8
Site/Location.....	8
Capacity and PAN	10
Catchment area.....	10
Age range and Gender	11
Pre-School	11
Support for vulnerable learners and those with special educational needs	12
Community use	12
Proposed admission arrangements	12
Transport arrangements.....	12
Equality and Diversity	13
Working in Partnership	13
Section C - Vision	13
Section D - Education Plan	14
Section E - Capacity and Capability	14
Section F - Funding and Costs.....	15
Capital Funding	15
Lease Arrangements	15
Other Allowances	15
Pupil related funding.....	16
Section G - Impact and Equalities Assessments	16

Section A - Introduction

Suffolk County Council (SCC), referred to as The Council, has a statutory duty to provide a school place for every child living in the County who is of school age and whose parents want their child educated in the state funded sector. In order to ensure the Council meets its statutory duty, the officers monitor the pupil forecasts and planned new housing developments to ensure that it can identify when there is the need to provide additional school places and to respond in a timely manner. The Education and Inspections Act 2006 also requires local authorities to adopt a strategic role, with a duty to promote choice, diversity, and fair access to school provision. The 2011 Education Act changed the arrangements for establishing new schools. As a result, whenever a Local Authority (LA) identifies the need to establish a new school it must, in the first instance, seek proposals to establish an academy.

The Council also has a statutory duty under the Childcare Acts 2006 and 2016 and the Education Act 2011 to secure sufficient childcare to enable parents to work or to undertake education or training which could lead to employment (section 6). In addition, the Council must ensure that there is sufficient free Early Years (EY) provision for all 3 and 4 year olds and those 2 year olds who meet the eligibility criteria. The EY offer has recently been extended as the government has announced that:

- From April 2024, all eligible working parents of two-year-olds will be able to access funding for 15 hours per week of education and care for 38 weeks of the year.
- From September 2024, all eligible working parents of children aged nine months up to three-years-old will be able to access funding for 15 hours per week of education and care for 38 weeks of the year.
- From September 2025, all eligible working parents of children aged nine months up to three years old will be able to access funding for 30 hours per week of education and care for 38 weeks of the year.

Following the progress of the development known as Ipswich Garden Suburb (IGS), the Council has identified an increased need in primary school places and seeks to establish a new 2 form entry (FE) 420 place, mainstream, 4 to 11 mixed primary school, with a 60 place EY setting on site. Other primary schools may follow on the development when the level of demand requires.

The new school will be located on the development know as Henley Gate on the Ipswich Garden Suburb in Ipswich Suffolk. The school will primarily serve the families on that new development. It is planned, based on current forecasting, that the school will open to Reception and key stage 1 aged children in September 2026.

The school will be built as a 2FE 420 place primary school, to meet the forecast demand for places as a result of the new housing, however the PAN will be limited on opening and will increase in line with housing growth and increased pupil numbers. The dedicated EY provision on the site will initially accommodate up to 30 children and will also have the capacity to grow to accommodate up to 60 children. The new school and pre-school are currently in design, and will soon be submitted for planning permission, therefore the successful academy trust will not have the opportunity to influence the design of the new school.

The Council welcomes proposals from all potential academy trusts including for voluntary aided schools and academies with a faith designation.

The local area

Ipswich is a large town in Suffolk, a county in eastern England, and is located 10 miles inland from the coast and is set on the River Orwell. In 2019 the population was approximately 136,913. As the largest urban centre in Suffolk, it is described in the Ipswich Borough Council's local Plan as *'As an engine of growth for the East of England, Ipswich has a thriving commercial sector, ICT sector linked to Adastral Park, business and financial services sector and a significant port. It is a centre for education, including [University of Suffolk] on the Waterfront, which offers a programme of teaching and research in key sectors. Ipswich also provides a wide range of cultural, sporting and retail provision, which serves the needs of the sub-region. The town has a diverse and multicultural population and is one of the fastest growing urban centres in the UK. This means it is considered capable of some development due to the level of services, facilities and infrastructure which are already in place. In recent years, three large developments have been granted planning approval which will increase the number of primary aged children'*

Land at the northern fringe of Ipswich, referred to as Ipswich Garden Suburb (IGS), has been identified as a development area which will provide approximately new 3500 dwellings in the coming years. The location of the development in Ipswich can be seen in Figure 1 below. The site consists of 195ha of land which will be developed comprehensively as a garden suburb to include three neighbourhoods: Henley Gate neighbourhood (east of Henley Road and north of the railway line), Fonnereau neighbourhood (west of Westerfield Road and south of the railway line) and Red House neighbourhood (east of Westerfield Road). The map below (Figure 2) sets out the three developments and their location.

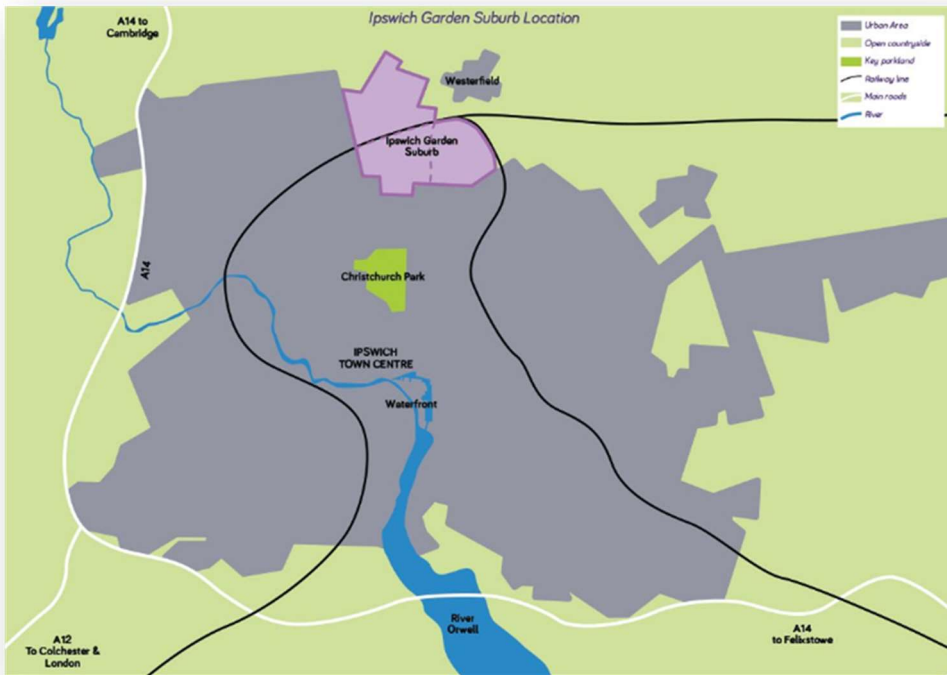


Figure 1 - Image from Crest Nicholson, Information on Henley Gate



Figure 2 - Map from Ipswich Borough Council's Ipswich Garden Suburb Delivery page, www.ipswich.gov.uk/content/ipswich-garden-suburb-delivery.

In addition to housing the site will provide public open space, a country park, a district centre including some shopping and supermarket, a health centre, a library, a police office, a multi-use community centre, two local centres, three primary schools and a secondary school.

The existing primary schools are not well connected to the new housing. In order to make provision for pupils coming from this new community, and to provide space to expand if more housing is agreed, the county council has agreed to commission a new 420 place primary school with a 60-place pre-school located on the development.

This will be the new primary school on the Henley Gate development, which is the first of the three primary schools anticipated to be developed on the IGS as required to meet the needs of the new families moving onto the development.

The authority is therefore seeking proposals from appropriate academy trusts to open the school and express an interest in running the EY setting. (The inclusion of the EY setting in the application is optional). This school would be deemed a free school.

Existing education provision in the area

Details of existing school provision in the area can be found in Appendices A and B. These provide data for FSM, SEN, EAL and Key Stage 2 outcomes as well as a map showing the IDACI Index.

The closest secondary schools are Ormiston Endeavour Academy and Northgate High School, however, a new secondary school to serve the IGS is planned to open in 2027. The new secondary school will be located in the Red House neighbourhood on the IGS. The academy trust that will be responsible for this school has not yet been identified.

Timetable

The timetable and process for advertising and assessing applications is as follows:

Stage 1 – Invitation for Proposals	
01 February 2024	Launch of process: National and local announcements using Department for Education (DfE) and SCC websites
10am, Tuesday 07 May 2024	Deadline for receipt of proposals
Stage 2 – Assessment	
Week commencing 06 May 2024	Assessment of proposals and selection of preferred proposers

Week commencing 20 May 2024	Assessment period begins for DfE
24 June 2024	SCC to invite shortlisted academy trusts to interview.
11 July and 12 July 2024	Assessment Panel Interviews
August/September 2024 Cabinet, date to be confirmed	Recommendation to SCC Cabinet and confirmation of preferred academy trust.
September 2024, following Cabinet meeting	Proposals are sent to the Regional Schools Commissioner (RSC) for the East of England and North East London for consideration and decision. (Note: DfE decisions are informed by the High Quality Trust Framework, information available at www.gov.uk/government/publications/commissioning-high-quality-trusts)
Stage 3 - Decision by Regional Schools Commissioner (for the Secretary of State)	The RSC will consider the LA assessments and recommendations and decide which proposer is in the best position to take forward the new school. The RSC will inform the LA and the successful proposer of the decision, and the LA will inform unsuccessful proposers. There is no specified timescale for this part of the process.

The application form and appendices can be found on Suffolk County Council's website <https://www.suffolk.gov.uk/children-families-and-learning/schools/academies-and-free-schools>. **Completed forms should be returned to schools@suffolk.gov.uk no later than 10am Tuesday 07 May 2024**, applications received after this time will not be considered.

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/collections/opening-a-free-school>

If you would like further information or wish to discuss your application, please contact Penny Bates, Schools Planning Manager Penny.Bates@suffolk.gov.uk or

Pete Mumford, Head of Schools Infrastructure Pete.Mumford@suffolk.gov.uk

Children and Young People's Services, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.

Section B - The School

Opening date

The new school is planned to open in September 2026. However, trusts should be aware that demographic forecasts and build out rates are reviewed regularly and may identify the need for the school to open on an alternative date.

Site/Location

A site of no less than 2Ha is included in a S106 agreement. Indicative plans for the new school follow. Please note that the school site boundary along the southern edge has changed, creating a larger site, sufficient for a 2FE primary school.



Figure 3 - School location identified on the above plan, from Crest Nicholson's Henley Gate Neighbourhood website <https://www.henleygate.co.uk/about/>

The indicative timescale for developing the buildings are as follows:

- Initial design is complete
- Planning application to be submitted: mid-March 2024
- Appointment of contractor (two stage tender): mid-March 2024
- Expected planning decision: end August 2024
- Mobilisation on site: mid-January – early May 2025
- Building works to commence: May 2025
- Handover to allow school fit out: early June 2026
- Occupation of the building: end July 2026

Details of the planning application will be added to the website once the application has been submitted for prospective academy trusts' information. Considerable work has already been undertaken; this means that the successful academy trust will have limited opportunity to influence the design of the school. The school will be built to current DfE Building Bulletin 103 requirements for primary schools.

Capacity and PAN

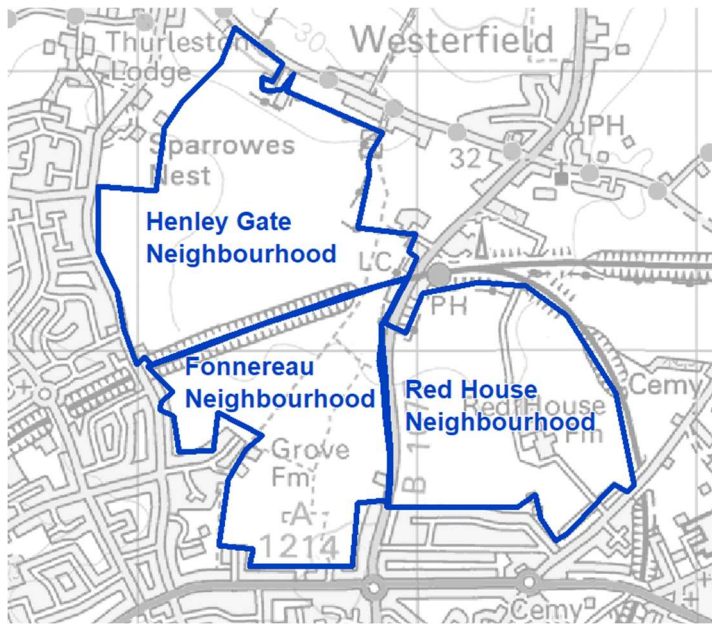
The school's capacity will be planned at 420 places. The Council will want to work with the academy trust to balance the availability of places against local demand. This will require a flexible approach based on the pace of house building in the area.

Although the school will have capacity for 420 places we anticipate that the new school will open initially with **15 places** in Reception, Year 1 and 2. The school will then build up to a capacity of 420 primary places over a number of years, as the IGS development progresses and demand for places increases. Academy Trusts will need to work with the Council to manage the availability of places, to ensure that the new school does not impact on surrounding schools and ensure that children moving onto the development can access a place. This arrangement will be reviewed with Suffolk County Council prior to the school opening subject to demand for primary school places from IGS.

Catchment area

The Council expects the school to serve the community in the area bounded by the new housing on the IGS development. It is intended to establish a catchment area for the new school that reflects this and SCC seeks the Trust's support in this. The proposed catchment area will be included in the annual consultation in 2024, with the aim of determining the

catchment for the school from 2026 onwards.



Age range and Gender

The age range of the school will be 4-11. The school will provide places for boys and girls (mixed).

Pre-School

A 60-place pre-school will be located on site. The number of families taking up the 30-hour offer will influence the actual numbers on role. An EY provider will be expected to open from 8am to 6pm all year round. The government announced, in the March 2023 budget, that funded childcare is to be extended. In 2025 this will include funded childcare for children from age nine months (as set out above), therefore academy trusts would be expected to provide childcare for children aged from 9 months old up to school age.

Academy trusts will be expected to confirm whether they wish to run this provision at the time of application and, if interested, provide additional information at that time about their proposals. The documents can be found on the SCC webpage, <https://www.suffolk.gov.uk/children-families-and-learning/schools/academies-and-free-schools>.

SCC will consider the proposed Early Years offer of those academy trusts that have been shortlisted to run the primary school. Please note that you will need to complete appendices F & G if you wish to run the pre-school. All information pertinent to the primary school application should be included in the primary school application form and not in the EY Expression of Interest (EOI) form.

The pre-school area will be 'red-lined' out of the academy transfer. A lease-back arrangement will be in place should the trust identified to run the school also be accepted to run the EY setting. Break clauses will be included in the lease to provide for the possibility that the trust wish to relinquish management of the setting in the future.

If the EY proposal from the trust identified to run the school does not meet the requirements of SCC or should the successful academy trust not wish to run the pre-school, a provider would be sought through an expression of interest process which will be carried out by SCC EY team.

Support for vulnerable learners and those with special educational needs

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.

Community use

Academy trusts must ensure 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 and in line with safeguarding and security protocols.

Proposed admission arrangements

Academy trusts must have oversubscription criteria that are reasonable, clear, objective, procedurally fair and which comply with all relevant legislation.

The successful academy trust will be required to follow the DfE School Admissions Code and the School Admissions Appeal Code. The successful academy trust will also be required to participate in the Council's co-ordinated scheme for the normal admissions rounds although they are not required to do so for admissions in the year of opening. They will also have to follow the Council's In-year Fair Access procedure.

Transport arrangements

The council's transport policy is available at <https://www.suffolkonboard.com/school-travel/policies/>

The successful academy trust will be expected to produce a School Travel Plan, which is likely to be a Condition of the planning approval. The new academy will be expected to

encourage safe and sustainable travel to school. The successful academy trust will be expected to work with neighbouring schools when agreeing the timing of the school day and professional development dates to enable efficient use of school transport.

Equality and Diversity

As a County Council, we are committed to ensuring fair and accessible services for everyone in Suffolk. The weight given to the equalities and inclusion policy area within the Council specifically compliments our organisational priority in respect of supporting vulnerable people. We also have a responsibility to ensure that the companies and organisations that we commission to provide services on our behalf, take the same positive approach to equality. All potential academy trusts will be required to demonstrate their commitment to promoting equality and diversity and to eliminating unlawful discrimination.

Working in Partnership

A key component of selection will be the academy trust's willingness to work in collaboration with other providers and local partners to develop services which meet the needs of local children, young people and families in a coordinated way. In particular, the successful academy trust will be expected to liaise with all local providers of pre-school education and to work with high schools to plan effective pupil transition.

The successful academy trust will also be expected to support the strategic responsibilities of the Council to ensure sufficiency of high-quality school places and improved educational outcomes through agreed sharing of data and information. The successful academy trust will also be expected to work with the Council to manage the PAN whilst the school grows, which will include limiting the PAN throughout the growth of the school to ensure that places are available to children on the new development.

Section C - Vision

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

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

Section D - Education Plan

Applicants should take account of the relevant criteria in Annex C of the free school presumption guidance (appendix D). You may also wish to refer to appendices A and B which provide information on existing pupil demographics.

As a minimum the proposal should include information on 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 and examples of current practice where relevant, also how this will be adapted for a new school.
- 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 to reflect the increased staff team as the school grows
- How 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)
- What strategies do you have in place to work with families to improve attendance?

Section E - Capacity and Capability

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

As a minimum, please ensure you include the following:

- 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 experience 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 - Funding and Costs

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

Please provide;

- 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

You may provide a commentary of up to 500 words to accompany this if needed.

Capital Funding

The county council will provide the land and buildings for the school build i.e. 420 places plus early years' provision. The cost will be met through a mixture of LA basic need funds and S106 contributions.

Lease Arrangements

The site will be made available to the agreed academy provider on a 125-year lease, with the usual terms pursuant to the 2010 Academies Act. There will be a lease-back arrangement for the pre-school.

Other Allowances

The Council will provide the following funding

- A **start-up** allowance of £200,039 - to cover the employment of a Headteacher and administrative support in advance of the school opening.
- A **setting up** allowance will also be made for each classroom. The basic cost for primary school classrooms is £6,600 per class, with £9,900 for specialised classrooms such as Food Technology. This is to pay for the desks, chairs and other equipment in each classroom in the school. The calculation is based on average costs.
- A **block payment** of £33,000 for a primary school to cover the cost of establishing office and communal space etc.

Pupil related funding

Although the Council wishes to limit the PAN initially to 15 and increase this in line with growth on the IGS we recognise the challenges related to opening a new school including financial pressures. The Council will therefore fund the school initially for 75% of 30 places for the year groups R, Y1 and Y2. This is equivalent to funding for 22.5 pupils per year group or total of funding for 67.5 places guaranteed each year for 3 years unless numbers exceed this. This will be reviewed following the school census, should the census numbers exceed this then payment for the higher pupil numbers would be made instead of the 75%.

The Trust will be expected to organise the class teaching in a manner that is efficient, ensuring that there are sufficient places to accommodate new families moving onto the development, but not in such a manner that is unsustainable for the trust or the pupils. Trusts should consider mixed class teaching where appropriate, taking into consideration statutory requirements such as infant class size legislation. Should more than 3 class bases be required, the usual growth funding process would be followed to apply for additional funding. The guidance for growth funding can be found here, <https://suffolklearning.com/finance/schools-accountancy/school-funding/growth-policy/>

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 current Suffolk County Council EIA (April 2019) for new schools is attached at Appendix E. Please note this is currently being revised and is expected to be finalised in early March 2024. The updated version will be made available online with the appendices.

Appendices

Appendix A – FSM, , SEN, EAL and Key Stage 2 (KS2) outcomes for existing schools in the area.

Appendix B – Map showing IDACI index

Appendix C - Application form for proposers

Appendix D - Annex C of the Department for Education (DfE) free school presumption guidance

Appendix E – Equalities Impact Assessment (EIA)

Appendix F – Early Years EOI form

Appendix G – Early Years Income-Expenditure Spreadsheet

Appendix H - Frequently Asked Questions (FAQs)