



**Gloucestershire**  
COUNTY COUNCIL

**Gloucestershire County Council**

**New Cheltenham Secondary Free School**

**Background Information & Specification**  
**February 2018**

## Introduction

Under Section 6a of the Education & Inspections Act 2006 (the ‘free school presumption’) where a LA identifies the need to establish a new school it must, in the first instance, seek proposals to establish an academy. Gloucestershire County Council has identified the need to establish a new 900 place secondary school (6 forms of entry) in Cheltenham to open in phases from Year 7 from September 2019.

Pupil forecasts show that by 2019/20 all Cheltenham secondary schools will be full in year 7, with up to 120 children without school places (4 forms of entry). By 2021/22 this will have increased to at least 180 children without places, equivalent to 6 forms of entry each year.

**Cheltenham Secondary School Year 7 Data Table**

		Pupil Forecast				
		2019/20	2020/21	2021/22	2022/23	2023/24
School Name	Admission no. Sept 2019	Y7	Y7	Y7	Y7	Y7
All Saints' Academy	180	180	175	180	180	180
Balcarras School	194	196	196	196	196	196
Cheltenham Bournside School	300	300	289	300	300	300
Pate's Grammar School	150	150	150	150	150	150
Pittville School	175	180	180	180	180	180
Unplaced Pupils		62	27	95	90	81
<b>Planning area sub total</b>	<b>999</b>	<b>1068</b>	<b>1017</b>	<b>1101</b>	<b>1096</b>	<b>1087</b>
<b>Available Places</b>		<b>-69</b>	<b>-18</b>	<b>-102</b>	<b>-97</b>	<b>-88</b>
Additional places required to meet demand from housing		31	47	56	65	65
In-year capacity		28	27	30	30	30
<b>Total additional places required</b>		<b>128</b>	<b>92</b>	<b>188</b>	<b>192</b>	<b>183</b>

On 1<sup>st</sup> February 2017, Council Officers met with all Cheltenham Secondary Head teachers to share the latest forecast information and consider options going forward. Whilst some schools were happy to consider permanent expansion, an assessment of each site demonstrated that the continued expansion of existing secondary provision is not a viable option to meet the additional need in full. Officers have also been having ongoing discussions with local primary schools over the continuing demand for places within the primary sector to identify how this will be met within the existing capacity or through providing additional places.

Briefing sessions and further meetings have been undertaken with stakeholders including:

Gloucestershire County Councillors  
 Cheltenham Borough Councillors  
 Cheltenham Borough Council Officers

These meetings have established that there is a shared understanding of the need to create additional school provision in the south of Cheltenham.

The Local Authority is, therefore, seeking proposals from appropriate sponsors to run this new school. Further supporting information and background documents for this proposal can be found at: [School places in Cheltenham - Gloucestershire County Council](#)

### Timeline for provider competition

- Start of the free school competition – Wednesday February 28th 2018
- Application deadline – Wednesday March 28<sup>th</sup> 2018
- Applications Assessment Panel – Tuesday April 17<sup>th</sup>
- Recommendation to Secretary of State – April 2018
- Notification of selected sponsor – May / June 2018
- Sponsor Consultation – June / July 2018
- Secondary School provision proposed to open – September 2019

The RSC for the South West on behalf of the Secretary of State will consider the LA assessments and recommendations before deciding which proposer is in the best position to take forward the new school. The RSC will inform the LA and the successful proposer of its decision, and the LA will inform the unsuccessful proposers.

### Contact details and information

If you would like further information or wish to discuss your application, please contact Gareth Vine, Universal Commissioning Manager on 01452 427547 or by email at: [gareth.vine@gloucestershire.gov.uk](mailto:gareth.vine@gloucestershire.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: [Setting up a free school - GOV.UK](#)

### Section A – APPLICANT GROUPS

Proposers must be DfE approved sponsors. If you are not already an approved sponsor you will need to apply separately through 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>

## Section B -THE SCHOOL

### **Area/community to be served:**

The need for the school has arisen from growing demand for local places in the central/southern area of Cheltenham. It is therefore expected that the new school will cater for this local demand.

### **Age Range:**

Secondary, 11 to 16 years.

### **Gender:**

Mixed

### **Proposed opening date:**

1<sup>st</sup> September 2019

### **Admissions:**

The school will have a published admission number of 180 places. The overall capacity of the school will be 900 (six forms of entry from Years 7 – 11). The immediate demand for school places is for Year 7 in the central/southern area of Cheltenham. Therefore, the new school will initially need to open with places for this year group only. Given the timescale it is anticipated that the sponsor will need to consider arrangements for the school to open on a host site for September 2019.

The new proposer will be expected to agree to open the pupil places gradually in consultation with Gloucestershire County Council and to look to providing improved local choice for school places for families.

The sponsor will be required to abide by the Codes of Practice on Admissions and Admissions Appeals and participate in the Authority's co-ordinated scheme for admissions and In Year Fair Access Protocol.

Once a preferred sponsor has been identified discussions will take place to agree an Admissions Policy and a proposed admission number for the opening of the new school. Please note that the preferred sponsor will need to prepare and submit this to the DfE promptly once notified. Please refer to the external guidance on admissions for further information of requirements:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389813/Free\\_School\\_Admissions\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389813/Free_School_Admissions_Guidance.pdf).

For September 2019 applications, it may be necessary to provide parents with the opportunity to apply outside of the co-ordinated admissions scheme as agreed between the trust and the Local Authority. This is because the school governance arrangements to align with the published Year 7 admission timetable may not be far enough advanced. Therefore, potential applicants may not be able to apply under the normal application process.

If this situation arises, the Admissions Team in Gloucestershire will make available a separate application form for the purposes of applying solely for the new school.

All proposals should ensure they take account of the need to serve the local community and reflect the need for community cohesion. The determined admissions criteria should take account of the criteria in operation for other schools in the area.

**Out of Hours provision:**

To provide sufficient support for working parents, out of hours' provision is a key priority for Gloucestershire County Council. Whilst there will not be dedicated accommodation provided for these facilities, it would be anticipated that the sponsor provides these within the main school building.

**Provision for Children with Additional Needs:**

The school will be expected to make appropriate educational provision for all learners for whom a mainstream placement is considered appropriate.

Proposals will be expected to demonstrate their ability to meet the following:

- Ensuring that every pupil makes progress and reaches his or her full potential.
- The provision of additional value for the families and local community.
- A proven track record in delivery of high quality educational outcomes and in closing the gap in achievement for children with additional needs.

It is expected that the school will contribute to Gloucestershire County Council's High Needs Programme to raise attainment of children with additional needs. This will include ensuring an inclusive learning environment in which all pupils, including those with additional needs are supported and enabled to make maximum progress. This will include adherence to the statutory SEN framework, having due regard to the Code of Practice. The school will be expected to ensure timely identification and assessment of needs, appropriate intervention and the efficient monitoring of the progress of pupils with additional needs. In meeting such needs, the school will be expected to engage with parents/carers and work in partnership with them in the best interests of the progress of all learners.

**Home to School Transport:**

The school will be accessible through walking and cycling routes from the community it serves, and will be close to major bus routes. A Traffic Impact Assessment will be carried out by the Council as part of the planning process for the build project. The appointed sponsor will then be required to develop a School Travel Plan encouraging safe travel to school which promotes walking and cycling.

**Capital Funding Arrangements:**

The design and build costs will be met by Gloucestershire County Council.

**School Building:**

To meet the opening date of September 2019, the school planning, design and build process is already underway. However, the appointed sponsor will have an opportunity to contribute to the design of the school building at the appropriate time. The new building will meet all current guidelines and will be of sufficient size for a 900 place school. The school site is of sufficient size to accommodate a 6FE (900 places) school. The school will be designed to enable future expansion if required.

### Where is the new school to be located?

The need for the school has arisen from growing demand for local places in the central/southern area of Cheltenham. A review of land in the south Cheltenham area has established that the County Council does not currently own a site of sufficient size to accommodate a 6 FE school outside of the existing Greenbelt.

However, by utilising Council land at Farm Lane, Leckhampton, together with part of the land to the south of the Shurdington Road, it would provide a site of sufficient size in the area of demand. This is currently being considered as part of the [Cheltenham Borough Council Local Plan consultation](#).

It is proposed the new school buildings, car parking and hard standings will occupy the land south of the Shurdington Road and to the north of Kidnapper's Lane. The school's playing field and sports pitches would occupy the Council owned land to the south. The accommodation provided will comply with the current [DfE building bulletins](#).

### Proposed new school site location



## 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
- Plans to work in partnership with wider services such as social services, health, police and other schools to enable each child to progress and succeed.
- Excellent support facilities to meet the needs of all children, including LAC, those with additional 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](#)

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 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)
- 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
- Safeguarding

## **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 the 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
- How the school would be organised and what the governance arrangements would look like, including a diagram of the proposed structures
- Plans to provide challenge to evaluate schools ongoing strengths and weaknesses and take appropriate actions to improve outcomes.

## **Section F – FUNDING AND COSTS**

The capital cost of providing the school building is to be met from a combination of funding through schools capital grant, County Council borrowing and Section 106 developer contributions. The project will be commissioned by Gloucestershire County Council in line with its approved specification.

The pre-opening funding will be £75k. The post opening funding will be £645k for the 1<sup>st</sup> year, based on a minimum 4 FE model (120 pupils in KS3) with unit rates based on 2018-19 funding formula. Please note that the funding information above is indicative and subject to approval by Gloucestershire County Councils School's Forum.

As the new school, will be an Academy Free School, the successful sponsor will need to enter a revenue funding agreement with the Secretary of State for Education. The DfE currently provides £25,000 for legal expenses to the successful sponsor. The on-going school revenue costs will be met from the Dedicated Schools Grant.

- Please provide a proposed financial plan for implementing opening and ongoing sustainability of the school.

## **Section G – IMPACT AND EQUALITIES ASSESSMENTS**

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

## **Section H – FURTHER DETAILS & APPLICATION FORM**

Bids must be submitted using the Free School Presumption application form. All guidance, criteria and forms can be found at:

<https://www.gov.uk/government/publications/establishing-a-new-school-free-school-presumption>

- Annex B: Application Form
- Annex C: Criteria for assessing bids
- Financial Plan (requested as at Section F)



## Contact Us

**The completed Application Form and Financial Plan must be completed and returned to:**

Email: **Francesca.Cierieszko-Lane@gloucestershire.gov.uk**

Telephone: **01452 328694**

Post: **New Cheltenham School Sponsor Application  
Commissioning for Learning Department  
Block Four, Third Floor  
Gloucestershire County Council  
Shire Hall  
Westgate Street  
Gloucester  
GL1 2TG**

**Please provide 1 hard copy and 1 electronic copy (identical) of your completed submission. Completed application forms must be submitted by 12:00 noon on Wednesday March 28<sup>th</sup> 2018.**

- If shortlisted, please note that the selection process of a preferred sponsor will include a formal presentation to a Panel on Tuesday April 17<sup>th</sup>.