

Pre-Qualification Eligibility

Thank you for expressing an interest in this relocation opportunity to Glenvale Park.

In order to progress to the application stage, interested parties should comply with the following criteria:

1. Schools eligible to apply must be located within a 3-mile radius of Glenvale Park
2. Schools must be a 1 form entry or a 1.5 form entry (note that 2 form entry schools are not eligible to apply)
3. Satellite or split site arrangements will not be considered

Applications will not be considered unless you comply with the above.

In order for you to progress to the next stage, please provide us with the following information:

Trust Name (if applicable)	
Name of School	
Name of Headteacher	
Contact details of Headteacher	
Contact details of CEO (if applicable)	

Relocating an Existing School

Guidance for Applicants

April 2023

Introduction

North Northamptonshire Council is committed to ensuring that children and young people have access to high quality sustainable education that facilitates the achievement of best outcomes.

This guidance is for all Academy Trusts and Local Authority Maintained Schools wishing to apply for an opportunity to relocate their school to the Glenvale Park site. This guidance provides an overview of the North Northamptonshire Council (NNC) application process.

Context

This is a unique opportunity to relocate an existing school into a brand new building. A new development is underway called Glenvale Park located in Wellingborough, to the north of the town. Once complete there will be circa 3,000 homes.

As part of the infrastructure and Section 106 (S106) proposals for the Sustainable Urban Extension (SUE), it allows for provision of a two-form entry (2FE) primary school to serve the local community.

The Assessment Panel

The assessment panel is made up of Local Authority (LA) Officers from the School Effectiveness Team (SET), the Lead Member for Education and an LA Officer from the Finance Department.

The Application

Please keep your application form concise. If you wish to add appendices, these should all be contained within a single supplement to the application form. Please do not attach entire trust wide strategy documents, (staffing, governance, etc) instead apply the relevant information to your vision for the school in the appropriate section of the form or a concise appendix. Applications that do not follow these criteria will be returned. Returned applications may be amended and re-submitted, providing this is within the deadline.

Please include a summary of the outcomes of your 30 day consultation with your school community in section F of the application.

As part of the due diligence process, the panel will review publicly available information about the school that is applying to be relocated. This will also include financial and academic performance of shortlisted trusts and schools, using the Ofsted and DfE websites. This information will not be scored but will be used to triangulate information provided by the applicant trust/school and to inform questions posed to shortlisted applicants at interview.

The Scoring System

Appendix A is the score sheet that will be used by the Assessment Panel.

The criteria are taken from the NNC Appendix B 'Guide to Relocating an Existing School', which has used the DfE 'Free School Presumption: Annex C model criteria for Local Authorities and Proposers Seeking to Establish New 'Presumption' Schools,' as the foundation information for this document and subsequent relocation process.

Please pay close attention to these criteria in the formulation of your application.

The Process

Appendix B gives an overview of the North Northamptonshire Council Free School Assessment Panel application process in the form of a flow chart.

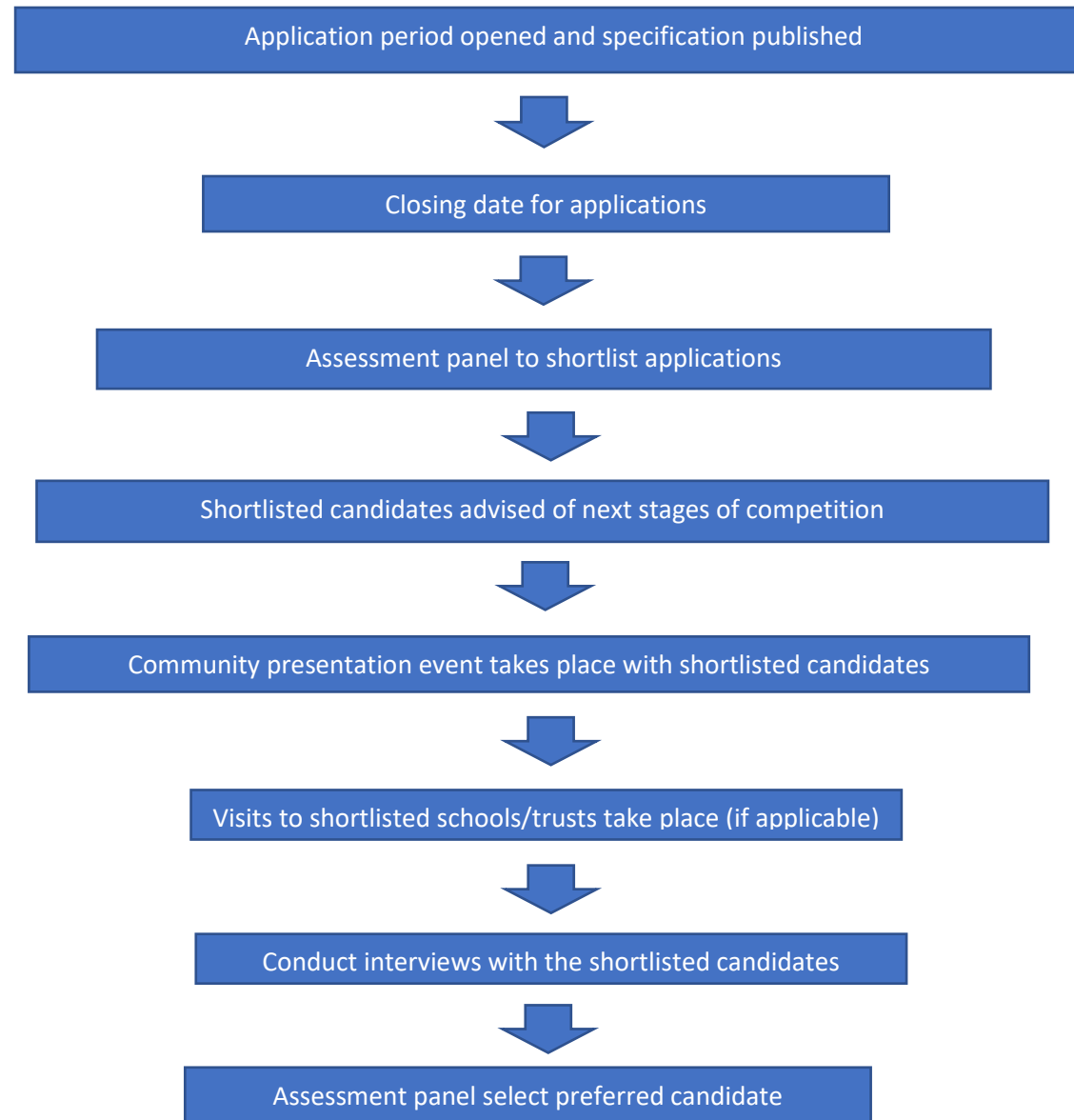
Relocation of an Existing School Competition Shortlisting - Assessment Panel Scoring

Element	Criteria	SCHOOL/TRUST		SCHOOL/TRUST		SCHOOL/TRUST	
		Notes	Score	Notes	Score	Notes	Score
Section A The Case for Relocation	Included why school should be relocated using evidence						
	Included details of last Condition Survey and action taken included.						
	Included information about the physical environment of school and the significance of this on pupils						
	Included information about the impact that a relocation will have on pupils, staff and wider school community and why.						
Section B The School	Have described what impact the distance from existing school site to the Glenvale Park site could have on pupils' access to education						
	Impact of relocation has been considered regarding the following: <ul style="list-style-type: none"> • The length of the school day • Include any enrichment time and making a distinction between compulsory and voluntary activities • Transport needs and distribution of pupils 						
Section C Vision	What it is and how it informs the education plan						
	Consistent with other sections of the application						
	Commitment to excellent outcomes and high quality teaching and learning for all pupils including SEND, PP, EAL, MA						

Section D Education Plan	Existing curriculum designed is based on evidence of successful model (linked to research)						
	Quality of Education Consideration given to curriculum quality and its development are consistent with education vision and other sections of the application						
	Inclusion Consideration given to inclusion of current cohort to the new site are consistent with education vision and other sections of the application						
Section E1 Capacity and Capability	Model for taking on the growth of pupils coming into the school from the Glenvale Park site staffing includes a suitable balance of roles (e.g. senior and middle leaders, SENDCO, subject/phase leadership						
	School/Trust has financial stability and capacity to make the relocation						
	Outline of pupil projections, current and future						
	Model is costed appropriately for scope of school						
	Note if there any required land transfers and how they would be managed.						
Section E2 Support for this Proposal	Support is given from the wider trust/ the Diocese for the relocation application						
Section F	Summary of 30 day consultation with school community						
TOTAL							

Each criterion is scored using a RAG (Red Amber Green) system
Red = 0 'Little' evidence and argument contained in the application
Amber = 1 'Some' evidence and argument contained in the application
Green = 2 'Strong' evidence and argument contained in the application

Relocation of an Existing School Process Flow Chart



Successful candidate is an LA Maintained School

Transfer to a new site: Where the main entrance of the proposed new site for a school would be more than 2 miles from the main entrance of the current school site, or if the proposed new site is within the area of another local authority:

- Local authorities can propose the transfer to an entirely new site for community schools and maintained nursery schools following the prescribed alterations' statutory process.
- Governing bodies of voluntary and foundation can propose a transfer to a new site following the prescribed alterations' statutory process.

Making_significant_changes__prescribed_alterations__to_maintained_schools_Jan_2023

Where distance dictates, follow the 'prescribed alterations' process as above. This is a statutory process which will include a 4 week consultation

The 'prescribed alterations' process is followed. This becomes a decision made by the Executive Council through NNC Governance process

Successful candidate is an Academy

Transfer to another site: can mean an enlargement of the premises but might also affect another catchment area. If a change to the catchment is necessary, and the academy trust needs to vary determined admission arrangements, it must request a variation to its admission arrangements. The RSC or the Secretary of State will determine whether the change to the catchment area is necessary and should be approved. Where the main entrance of the proposed new site for a school would be more than 2 miles from the main entrance of the current school site, a full business case is required.

Making_significant_changes_to_an_open_academy_January_2022

(From the above guidance) Admissions Variations:

Does this significant change necessitate a change to admission arrangements? If so, refer to pages 30 and 31 of the guidance.

'All other changes, including enlargements, satellite proposals, amalgamations, de-amalgamation, change in age range, sixth form provision, gender, boarding provision and site transfers over 2 miles, may require a variation to admission arrangements. A 4 week consultation will be required before the request for a significant change is submitted.'

DfE Advised of Successful Candidate



North
Northamptonshire
Council

Relocation of an Existing School Competition

**Application form for applying to relocate
an existing school at Glenvale Park,
Wellingborough, Northamptonshire.**

Annex B

Overview

This application form should be used, in conjunction with the published specification for the relocation of an existing school on to the Glenvale Park site. You should use this form to provide all the necessary information and evidence for your proposal.

If you would like further information or wish to discuss your application, please contact the local authority using the contact details set out in the specification.

Please return your completed application form to the address set out in the local authority's specification and within the specified deadline.

Relocation of an Existing School on to the Glenvale Park site

An application to relocate an existing school in Beaumont Road, Wellingborough, Northamptonshire NN8 to open in September 2024.

Section A – Applicant Details

Name of Organisation/School

Contact details (name, email address, phone number, and postal address)

Please set out your vision for your school being relocated on the Glenvale Park site.



Section B – The School

1. What is the current distance from your existing school site to the Glenvale Park site?
2. What advantages or drawbacks do you envisage with this distance?
3. Please describe what impact the distance from your existing school site to the Glenvale Park site could have on your current pupils access to education

Section C – Vision

Tell us in your own words about the overarching education vision for your current school and how you live out that vision on your current site as set out in the specification.
(Please limit your answer to 1,000 words).

Section D – The Education Plan

Your education plan must explain how your school will achieve its vision at the new site and how you will bring two communities together in a successful integration. Please see the published specification (Please limit your answer to 1,000 words).



Section E1 – Capacity and Capability

You need to demonstrate that your group has the capacity and capability to set up and run the school as specified in the corresponding section o

1. Please describe your school's current financial position.
2. Please describe how you would take on the growth model of pupils coming into the school from the Glenvale Park site.
3. Pupil Projections: What capacity would you have to expand?



Section E2 – Support for this Proposal

What is the view of the broader Trust/ the Diocese regarding this proposal?



Section F – Summary of 30 Day Consultation

Please provide a summary of the outcome of your 30 day consultation with your school community.

Statutory Consultation Process

7.5 Consultation

- 7.5.1 A statutory consultation process is required of any local authority maintained school wishing to transfer to a different site and would be managed through the 'Making significant changes ('prescribed alterations') to maintained schools Statutory guidance for proposers and decision maker (January 2023)'
- 7.5.2 If the successful applicant for relocation of an existing school to the Glenvale Park Development is a maintained school, then the Council is required to follow the statutory consultation process that is prescribed for any transfer to a different site. This process is set out below. Items 1 to 3 are dependent upon the decision of the Executive.
- 7.5.3 Although the DfE guidance does not prescribe that a 'pre-consultation' stage is statutory, it does state that there is a 'strong expectation' that any local authority would conduct this stage prior to making a decision on the publication of any statutory notice relating to a proposal of this nature.
- 7.5.4 Council Officers will be formally requesting that any school, Maintained or Academy, wishing to apply to relocate their school to the Glenvale Park Development should provide evidence in their application form of the outcome of an initial consultation with their school community.
- 7.5.5 The statutory process below is the 'prescribed alterations' process which must be adhered to by a Maintained school if successful in the application process to relocate their school to the Glenvale Park Development.

Stage	Description	Timescale	Comments
1	Publication (Statutory Proposal/Notice)	To be decided	Where the proposed implementation timescale is longer than 3 years, the proposer should demonstrate good reason
2	Representation (formal consultation period)	Must be 4 weeks	As set out in the 'Prescribed Alterations' regulations
3	Decision	Local authority must decide a proposal within 2 months	
4	Referral (if applicable)	If a decision has been made, any referral to the adjudicator must be	

		made within 4 weeks of the decision. If the local authority has not decided a proposal within 2 months, it must refer the proposal to the Schools Adjudicator	
5	Implementation	No prescribed timescale	It must be as specified in the published statutory notice, subject to any modifications decided by the decision maker

7.5.6 If the successful applicant for relocation of an existing school to the Glenvale Park Development is an Academy, then the school/Trust is required to follow the statutory process that is prescribed for any transfer to a different site.

7.5.7 The statutory process is outlined below:

Type of Proposal	Fast Track Route Possible?	Full Business Case Needed
Transfer to another site	Yes – if 2 miles and under from existing site main entrance	Yes – if new site is over 2 miles* from existing site main entrance
* <i>As the crow flies</i>		

7.5.8 For an academy wishing to make a significant change there are two application routes that may be followed, depending on the circumstances of the proposed change – Fast Track or Full Business Case.

7.5.9 If the successful applicant for relocation of an existing school to the Glenvale Park Development is an Academy, the types of significant changes information should be read to determine whether the change they are proposing is eligible for the fast track application route. If the proposed change falls into one of the fast track categories, then to be eligible for this application route the academy must also:

- Be rated as ‘good’ or ‘outstanding’ following its last inspection by Ofsted
- Have a most recent Progress 8 score of at least the national average
- Be in good financial health
- Have the capacity to make the change without jeopardising the academy’s performance
- Be able to provide evidence that the LA, and where a school is designated as having a religious character, the trustees of the school and the appropriate religious authority (in the case of church schools

the diocese or relevant diocesan board), do not object to the proposed change

- 7.5.10 Academies that do not meet these eligibility criteria must apply through the full business case route.
- 7.5.11 For both fast track and full business case application routes, academy trusts will need to undertake a fair and open local consultation with all those who could be affected by the proposed change and show they have considered all responses received to their consultation. Comments or objections can be made on any grounds and opportunities for feedback should be given at all public and stakeholder meetings.
- 7.5.12 The LA will hold important contextual information on the requirement for places locally and must be consulted in all cases. The trustees of the school and the appropriate religious authority (in the case of church schools the diocese or relevant diocesan board), must be consulted. The RSC (or the Secretary of State as appropriate) will need evidence that they have been consulted and will consider any reasonable objections from them. Changes will not be agreed unless an appropriate consultation has taken place.

Appendix C - Guide to Relocating an Existing School

Model Criteria for Proposers Seeking to Relocate an Existing School

This is a unique opportunity to relocate an existing school into a brand new building. A new development is underway called Glenvale Park located in Wellingborough, to the north of the town. Once complete there will be circa 3,000 homes.

As part of the infrastructure and Section 106 (S106) proposals for the Sustainable Urban Extension (SUE), it allows for provision of a two-form entry (2FE) primary school to serve the local community.

The School

- The school is expected to be ready for opening in September 2024.
- The school will be located at Beaumont Road, Glenvale Park, Wellingborough NN8.
- It will be a co-educational mainstream sponsored academy primary school for children aged 4 to 11 years, with a total capacity of 420 pupils, once fully open, and operating a full capacity.
- The school will be built as a 2 FE school
- The sponsor will be required to conform to the Admissions and Admissions Appeals Codes of Practice and participate in the Authority's co-ordinated scheme for admissions and In Year Fair Access Protocol.
- All proposals need to ensure they take account of the need to serve the local community on Glenvale Park, taking into consideration the criteria in operation for other schools in the area, as well as settling in and continuing the education of their current school population.
- The sponsor will also be responsible for ensuring all school information is entered onto Get Information about Schools (GIAS).
- The school will be expected to make appropriate educational provision for all learners for whom a mainstream placement is considered appropriate, including those with additional needs (SEND).
- The school is expected to be fully inclusive and address the needs of all pupils and parents.
- It will be for the school to determine any community/shared use facilities.

The proposer that establishes their school on the new site will need to carefully consider their case for relocation and their existing educational offer to the new community and the new cohort of pupils. In doing so please consider the following:

Section A – The Case for Relocation

Tell us why you think it is your school that should be chosen to relocate to the Glenvale Park site. This is your opportunity to put forward your case, with evidence, as to why you want to relocate from your existing school.

Tell us in your own words about the physical environment of your school and the current impact that this has on pupils.

Comment on the impact that you foresee the relocation will have on your pupils, your staff and your wider school community and why. You should include here details of your last Condition Survey and detail the top three highest ranked priorities with details about what has been done to action the works.

Section B – The School

This is your opportunity to tell us about how the distance from your current school to the Glenvale Park site will impact on your pupils' access to education. You should include what kind of impact the relocation may have on the following:

- The length of the school day
- Include any enrichment time and making a distinction between compulsory and voluntary activities
- Transport needs and distribution of pupils

Section C - Vision

Tell us in your own words about the overarching vision for your current school and how you live out that vision on your current site.

As a minimum, please ensure you include the following:

- An outline of your approach to inclusion and your experience in this area
- How you engage with your current local community and parents/carers
- Your commitment to excellent outcomes and high quality of teaching and learning with evidence as to how this is being demonstrated at your current site
- What the benefit to your existing pupils would there be if you were to relocate to the Glenvale Park site.

Section D – Education Plan

Your education plan must explain how your school will achieve its vision at the new site. Please ensure you include the following:

- How you will ensure the continued quality of education and fidelity to your vision through relocation, including:
 - Staffing arrangements
 - Curriculum quality and development
 - How the school will be fully inclusive
- The actions you will take to bring your existing community with you, including how you will integrate them into the new community at Glenvale Park.

Section E1 – Capacity and Capability

You need to demonstrate that your group has the capacity and capability to set up and run the school. As a minimum, please ensure you include the following:

- You need to demonstrate that your school/organisation has the capacity and capability to set up on the Glenvale Park site
- You will need to include details of your school's current financial situation and your most recently approved 3-year budget plan
- Include details of your current PAN, current NOR and forecasted NOR for the next 5 years.
- Please use this section to include reference to how any required land transfers would be managed.

Section E2 – Support for this Proposal

Tell us briefly, what the view of the broader Trust/ the Diocese is regarding this proposal.

Section F – Outcome of Consultation

Please provide a summary of the outcome of your 30 day consultation with your school community.