

Barnet Framework for Independent Schools Wishing to Join the Maintained Sector

Submission

Please submit both physical and electronic copies of your application, ensuring that you have completed Appendix A, B and C. Please attach all sources of evidence that you wish the council to consider.

Post Submission

If your independent school passes the paper-based assessment, your school will receive a visit from one or more representatives of the Council before being invited to interview. The visit will form part of the assessment of the transition plans in your application and your self-assessment and will inform interview questions.

Appeals and reapplying

Decisions by the Council are final and there is no formal appeals process. If your application is not successful, you will receive a feedback letter giving information about the judgement. You should allow enough time to address any weaknesses and strengthen your application before reapplying. If you are reapplying after being unsuccessful previously, we expect you to demonstrate explicitly how you have changed your application in response to the written feedback you received. If this feedback is not addressed, it is likely that your application will not be considered further, and you may not get full feedback on the application.

Data protection

Personal data is collected in order to consider an application to set a Barnet maintained school and will not be used for other purposes.

Barnet Framework for Independent Schools Wishing to Join the Maintained Sector

Information about the current independent school

1. The name and address of the current independent school.
2. Date the school was established
3. Please set out any particular ethos of the current school, including any educational philosophy
4. Please set out the current ownership and governance arrangements for the **independent school** (trust, company, governing body) and set out the relationship and responsibilities between parties involved in the governance.
5. Please list all members of the current Trust and/or governing body, identifying any specific role (e.g. Chair, Vice chair etc)
6. Please list dates of Governing Body meetings over the last 12 months and provide minutes of the meetings.
7. Please set out the current ownership arrangements for the land and premises

Information about the proposed maintained school

8. The name and address of the proposed maintained school
9. Please set out any particular ethos of the proposed maintained school, including any educational philosophy if different from above
10. Please set out the proposed governance arrangements of the proposed **maintained school** and the proposed relationship and responsibilities between parties involved in the governance.
11. Please list all members of the proposed governance arrangements of the proposed maintained school, identifying any specific role (e.g. Chair, Vice chair etc)
12. Please set out the proposed ownership arrangements for the land and premises for the proposed maintained school

A. There is a genuine demand/need for this type of school in the local area

13. Please set out your evidence there is a need for the proposed maintained school in the area. Where the school is proposing to operate as a designated faith school, a demand for places for pupils of that faith must be demonstrated.

14. In your current independent school, please confirm the number of pupils you seek to receive in September each year in Reception for primary schools or Year 7 for secondary schools.
15. Please confirm the current number of all pupils in your school.
16. Please confirm the number of these current pupils that are resident in Barnet.
17. Please provide the number of pupils on roll for each of the last five years in each year group.
18. For each of the last five years, please provide the number of applications received for entry (either Reception or Year 7 places) and the numbers that start in September each year.
19. For the proposed maintained school, please provide the projected number of pupils in each year group for the first seven years of operation.
20. In proposing any expansion to your current numbers you will need to set out clearly how this will be managed. Please set out the suitability of the related curriculum offer and the capacity of the school, in terms of site, staff, and resources to support an expansion.

B. The school is able to meet the high standards expected of state maintained funded educational provision

21. Please confirm the date and outcome of your last Ofsted inspection and provide a link to the inspection report.
22. Please confirm that you have provided your latest self-assessment against the Ofsted common inspection framework (Appendix A).
23. Please confirm how your self-assessment has been externally validated and provide contact details of the external validator (or organisation).
24. Please provide minutes of your Governing Body meetings for the last 12 months.
25. Please provide a self-assessment of your governing body (Appendix B) and provide evidence/examples of how your governing body has effectively monitored and challenged the independent school to improve educational standards.
26. Please set out how your proposed governance structure, and roles and responsibilities will ensure accountability and effective decision making in the new proposed school and drive continuous improvement in the school.
27. Please set out any transition or improvement plan to ensure that the governing body of the new maintained school will be a highly effective governing body in driving continuous improvement. In particular, you should demonstrate how the

leadership in your school has or will have successful systems in place to monitor and develop the effectiveness of teaching and learning, and the continuous professional development arrangements to underpin that.

28. Please provide the proposed instruments of governance for the new maintained school.
29. For secondary schools, please provide details of the destination of pupils who have left your school in, at least the last two years.

C. Current and projected financial health of the proposer is strong

30. Please provide three years audited accounts of a) the school and b) the proposing organisation/trust (if different).
31. Please set out any secured and unsecured loans of) the school and b) the proposing organisation/trust (if different).
32. Please set out any other financial liabilities of a) the school and b) the proposing organisation/trust (if different).
33. Please confirm that, if requested, you are prepared to share financial information in relation to the proposing organisation/trust and the school with the council's independent financial advisors.

D. The proposal represents long term value for money

34. Please provide a five year projected revenue budget for the proposed maintained school that follows the national scheme for Consistent Financial Reporting in Schools (CFR).
35. Please provide a list of all posts in the proposed maintained school (teaching, support, management, administrative) together with the salary information, employer contributions (national insurance and pension contributions).
36. Please confirm that your pay policy complies with the provisions in the School Teachers' Pay and Conditions. If not, please set out the steps and timetable for ensuring that your pay policy complies and all staff are paid according to these provisions
37. Please provide a copy of your policy in relation to voluntary contributions in the proposed maintained school.

38. If your budget relies on regular voluntary contributions for the delivery of any part of the school day (excluding after school activities), please provide evidence for any assumptions you have made in relation to these contributions.
39. If your budget relies on regular voluntary contributions for the delivery of any part of the school day (excluding after school activities), please set out the elements of the curriculum or other activities which are dependent on these voluntary contributions.
40. If your budget relies on regular voluntary contributions or donations for the delivery of any part of the school day (excluding after school activities), please set out number of timetabled hours each week that will be funded by
 - a) State funding through the schools funding formula
 - b) Voluntary contributions or donations
41. Please set out how the school will work in partnership with other local schools. for example, utilising resources and expertise, to contribute to the achievement of all of Barnet's children

E. Suitability

42. Please describe the approach of the proposed maintained school to provide for the spiritual, moral, social and cultural development of the pupils and in particular, to meet the Department for Education's guidance 'Promoting pupils' spiritual, moral, social and cultural development'. Please demonstrate how the school will promote fundamental British values across a range of subjects as part of a broad and balanced curriculum.
43. Please provide examples of how pupils in the school will develop and demonstrate skills and attitudes that will allow them to participate fully in, and contribute positively to a life in modern Britain.

F. The school is able to deliver the whole of the national curriculum to the expected high standard

44. Please provide your proposed timetable for each year group (weekly or fortnightly timetable).
45. Please provide a breakdown of the how many hours in the timetable (weekly or fortnightly) that is allocated to the teaching of
 - a) English
 - b) Maths
 - c) Science
 - d) PE

46. Please indicate any areas of the national curriculum that are underdeveloped and set out your plans to strengthen or improve this aspect of the curriculum. Please indicate the resources required to deliver the improvement and the timetable for implementing the improvement (e.g. if your music offer is not yet meeting the expectations of the national curriculum, what steps are you taking and when will the steps be taken)
47. Please provide a staff structure, clearly indicating lines of accountability and responsibilities.
48. Please provide a list of all staff that will be employed in the proposed maintained school and indicate whether each person has Qualified Teacher Status (QTS). If not, for each person, please set out the plan of action and timetable for acquiring QTS.

G. The school meets the requirements as set out in the Equalities Act

49. Please set out how the maintained school will demonstrate that it is meeting the requirements as set out in the Equalities Act.
(you may find it helpful to consult the 'Guidance for schools on the Equality Act')

H. Due diligence

50. Please provide copies of all policies that are statutory requirement of the Department for Education. Please see required <https://www.gov.uk/government/publications/statutory-policies-for-schools>
51. Please provide a copy of your register of interest for the headteacher and governors of the proposed maintained school.
52. Please provide a signed declaration as set out in Appendix C

I. The school building is appropriate or can easily be improved

53. Please confirm whether your current premises meet the requirements of Building Bulletin 103. If not, please provide a costed timetabled plan of action together with evidence of the source of funding that will ensure the premises will meet this standard.
54. Please provide a condition survey that must have taken place within 1 year of the application

55. Please provide a recent asbestos survey and register (dated within 1 year of the application)
56. Please provide a copy of the last 12 months energy bills.
57. Please provide a fire management/ risk assessment/ escape plan.

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Appendix A. Self – assessment against Ofsted framework for the current independent school

Please complete the following self-assessment in full.

Name of school						
Girls/Boys/ Co-educational		% Special Educational Needs	% Free School Meals (or pupils on bursaries)	% English as an Additional Language	% Persistent Absence	% Attendance
Name of principal		Additional information about the school				
Chair of governors		[Please provide details about your school's site, physical environment and any finance issues, including any debt you may have.]				
Number of pupils currently on roll						
Capacity						

Your assessment against Ofsted framework (please provide a commentary) Review outcomes - current position		Your self- assessed Ofsted grade (1-4)	Required position - risks, actions plan (including priorities identified) and timescales
Overall Position	[Please provide an overall commentary on your school, with reference to the Ofsted grade descriptors, please delete this guidance before submitting this form]		

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<p>Achievement of pupils at your school</p>	<p>[This area is key in terms of present and future projections and actions to be undertaken. It is focused on pupil progress from clear baselines and should be related to national grouped data.</p> <p>The quality of pupils work across subjects, their skills in reading, writing, communications and mathematical skills across the curriculum</p> <p>Closing the gap for all pupil groups and ensuring that SEND pupils achieve</p> <p>Data and data tracking systems including intervention strategies to ensure pupil progress should be reviewed. The use of comparator measures and of validation/ moderation will be essential to ensure reliability.</p> <p>please delete this guidance before submitting this form]</p>		
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<p>Quality of teaching in your school</p>	<p>[In this area, one might expect to see a clear understanding of teaching quality across the school and accountabilities to ensure the dissemination of outstanding practice and delivery of performance management.</p> <p>Staffing structure and accountabilities in relation to the curriculum and any new curriculum changes that might be developed due to the changing nature of the intake.</p> <p>Consistency of student presentation of work and scrutiny reference progress and standards</p> <p>How marking, assessment and students feedback/reflection enhances pupil learning</p> <p>Teaching strategies including setting of appropriate homework, together with a review of support and intervention strategies to match pupil needs</p> <p>How teaching promotes pupils learning and progression</p> <p>The review should be validated externally to ensure moderated outcomes for the school</p>		
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	<p>Reading, writing, communication and mathematics across the curriculum. Tutor and pastoral time including SMSC and British values please delete this guidance before submitting this form]</p>		
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<p>Behaviour and safety of pupils</p>	<p>[Please refer to the Ofsted handbook and supplementary handbooks eg Keeping Children Safe in education for further guidance.</p> <p>Some areas for inclusion might include; SCR, Safeguarding policy, training including Prevent and procedures. This area should be validated through a formal external safeguarding review and case studies.</p> <p>Health and safety procedures, policy, training and again supported by clear validated evidence.</p> <p>Data on key areas such as attendance (grouped data), persistence absence, exclusions compared to national data sets Student questionnaires and reviews as evidence to support outcome conclusions. Parental questionnaires and where appropriate business partners.</p> <p>Pupils attitudes to learning and the creation of a positive ethos Mock Ofsted information on behaviour and behaviour management strategies, policies and procedures</p> <p>please delete this guidance</p>		
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	before submitting this form]		
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<p>Quality of leadership in, and management of, your school</p>	<p>[This area focuses on the impact of leaders and governors and should look at how safely, efficiently and effectively the school is run. This area covers leadership and management across the school and how it enables pupils to learn, achieve and overcome specific barriers to learning.</p> <p>The Ofsted framework identifies detailed areas for review as does the National College such as the headteacher Standards however these need to be validated by others such as an NLE, SLE, NLG or an evaluation by a partner outstanding school. Key to this area is how accurately the team evaluate the schools strengths and weaknesses and use their evidence to secure future improvements. It should also include a focus on capacity of leadership and management to manage the change from independent school status to an academy with a larger and more diverse cohort of pupils.</p> <p>please delete this guidance before submitting this form]</p>		
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<p>The extent to which the education and systems provided by your school meets the needs of the range of pupils at the school, and in particular the needs of disabled pupils and those who have special educational needs.</p>	<p>[pupil recruitment and how the education will be adapted to meet the needs of all - progress on financial planning and cash management systems, including appointment of finance director - budget predictions and resource for ongoing budget management - trust's plans for ensuring funding agreement compliance - ensuring adequate systems and controls in place, including accounting software package please delete this guidance before submitting this form]</p>		
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<p>Any other comments or observations not captured above. Please note, AP schools should state whether they are registered and if their existing provision is interwoven with the LA.</p>			
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Appendix B: Governance self-assessment

Please complete the following self-assessment in full.

Your assessment against the Governors and Academies Financial Handbook		Your assessment of current position (How you do it now)	How will you get to required position – Please list risks, actions plan (including priorities identified) and timescales
1. The roles and responsibilities of the directors/trustees	<p>Please detail your duties as:</p> <ul style="list-style-type: none"> J. company directors and charity trustees; K. accounting officer <p>Understanding of the strengths and weaknesses of the school.</p> <p>Understanding performance data (what data do you use), how do you use it to ensure robust oversight of performance (including externally provided data for example data dashboard the school presents)</p> <p>Holding school leadership to account</p>		
2. Structure of the board	<p>Accountability system</p> <p>Structure of decision making</p>		

<p>3. Meetings</p>	<p>Please detail your board and committee meetings schedule and outline agenda</p>		
<p>4. Finance</p>	<p>Please give details of:</p> <ul style="list-style-type: none"> L. your chief financial officer, with appropriate qualifications and/or experience; M. Schemes of delegation; N. Approvals process- budget; O. Investment policy; P. Procurement including leases; Q. Internal control framework; R. Contingency and business continuity plan; S. Insurance cover 		

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Appendix C: Declaration

As part of your application, you will need to sign a declaration guaranteeing that you have disclosed all your financial liabilities, including any tax disputes.

One copy must be signed by a company member on behalf of the company/trust and one copy by the Chair of the Governing Body

I confirm that the information provided in this application is correct to the best of my knowledge. I further confirm that if the application is successful the company will operate a Barnet maintained school in accordance with:

- T.** all relevant obligations and requirements that apply to Barnet maintained schools (e.g. safeguarding, welfare and bullying) – this includes statutory requirements (those that are enshrined in legislation) and non-statutory requirements (those contained in DfE guidance); and
- U.** the School Admissions Code, the School Admissions Appeal Code and the admissions law as it applies to maintained schools. 16 to 19 applicants do not need to follow these codes, but must have admissions arrangements and criteria which are fair, objective and transparent.

I have fully disclosed all financial liabilities and the full extent of each/any debt for which the company, trust or existing school is liable.

I confirm that we are not and have never been barred from regulated activity within the meaning given by the Safeguarding Vulnerable Groups Act 2006. I further declare that all current governors of the school have confirmed to me that they are not and have never been so barred, and that if it comes to my attention whilst I am chair of the school's governing body that I or any other governor are or have been so barred I will notify Barnet Council. I and all other governors understand that the school's application may be rejected if a governor of the school is found to have been barred from regulated activity.

I acknowledge that this application may be rejected should any information be deliberately withheld or misrepresented that is later found to be material in considering the application.

Signed:

Position:
Print name:
Date:

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