

## **AGENDA ITEM No: 7, APPENDIX 1**

### **ACADEMY/FREE SCHOOL SPONSOR PROCESS**

The process consists of six main stages:

1. Development and publication of a specification detailing the requirements and expectations of the potential academy or free school sponsor together with a background document which provides the context for the need for the school and the area in which it will be established.
2. Invitation to potential sponsors to submit applications within a set timeframe.
3. Applications are assessed and scored. Only those deemed to have met a certain standard are shortlisted and taken forward to the next stage.
4. A public meeting (unscored) takes place at which the applicants are asked to provide information about their proposals and to answer questions from the public.
5. An assessed and scored interview with a joint officer and Member panel, which may include a representative from the Department for Education, during which the applicants will be asked a series of questions. This usually lasts around an hour.

The panel membership is drawn from the following:

- the Chair of the CYP Committee;
  - the CYP Spokespersons for each of the political parties;
  - the local County Councillor(s) for the area in which the school will be established;
  - other CYP Committee Members, at the discretion of the Chair of the CYP Committee;
  - the 0-19 Strategic Policy and Place Planning Manager; and
  - the Head of Service, 0-19 Place Planning and Organisation (Chair).
  - Other officers as appropriate, for example, the Head of the Schools Intervention Service
6. The panel discusses each of the proposals in detail, taking account of what they have read and heard from which a combined score for each application is derived.