



NEW PRIMARY SCHOOL

SAWTRY

CAMBRIDGESHIRE

**NEW SCHOOL SPECIFICATION
AND
ACADEMY/FREE SCHOOL SPONSOR REQUIREMENTS**

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Introduction

Cambridgeshire County Council (The Council), as the local Children's Services Authority, has a statutory duty to provide a school place for every child living in its area of responsibility who is of school age and whose parents want their child educated in the state funded sector. To achieve this, the Council has to keep the number of school places under review and to take appropriate steps to manage the position where necessary. 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 identifies the need to establish a new school it must, in the first instance, seek proposals to establish an academy. The Council has identified the need to establish a new 1 form entry (FE)/210 place, mainstream, 4 to 11 mixed primary school in Sawtry, Huntingdonshire to open in September 2023. The school will be built with core facilities for it to expand to 2FE/420 places in line with housing growth and increased pupil numbers. There will also be provision for Early Years (EY) and childcare for children aged 2-4.

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

In February 2016 the Council's Children & Young People's (CYP) Committee confirmed, within the context of its existing policies, that when proposals are received for the establishment of a new voluntary aided school or academy with faith designation, the Council will take into account whether there is:

- unmet local demand for additional relevant faith provision;
- an established trend where parental preference exceeds the number of places available and this is forecast for the foreseeable future;
- the potential for new denominational provision to alleviate demand on places in other schools in areas of high basic need.

Background

Sawtry is defined as a key service centre within Huntingdonshire District's Local Plan. 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 living in the village. These comprise Glebe Farm (80 dwellings), Gidding Road (295 dwellings) and Glatton Road (340 dwellings). Additional school places are therefore required to meet the needs of families moving into these developments.

The Council's approach to meeting its statutory duty with regard to providing school places includes:

- establishing all-through primary schools serving the 4-11 age range, although new schools have on-site accommodation for EY education provision (2-4 year olds);
- admitting children to Reception in the September following their fourth birthday; and
- commissioning primary schools as 2 forms of entry (FE) (60 children in each year group), or 3FE (90 children in each year group). Where appropriate, 4FE schools (120 children in each year group) may be established.

In addition, the Council 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); and
- free EY provision for all 3- and 4-year olds and those 2 year olds who meet income-related eligibility criteria.

In line with Council policy, there will be purpose-built facilities on the new school site for up to 52 children of pre-school age. It is expected that the provision will offer the full range of funded childcare entitlements, including childcare for funded 2 year olds.

Funding for building the new school and EY facilities is allocated within the Council's Capital Programme. See details on page 12 below.

Existing educational provision

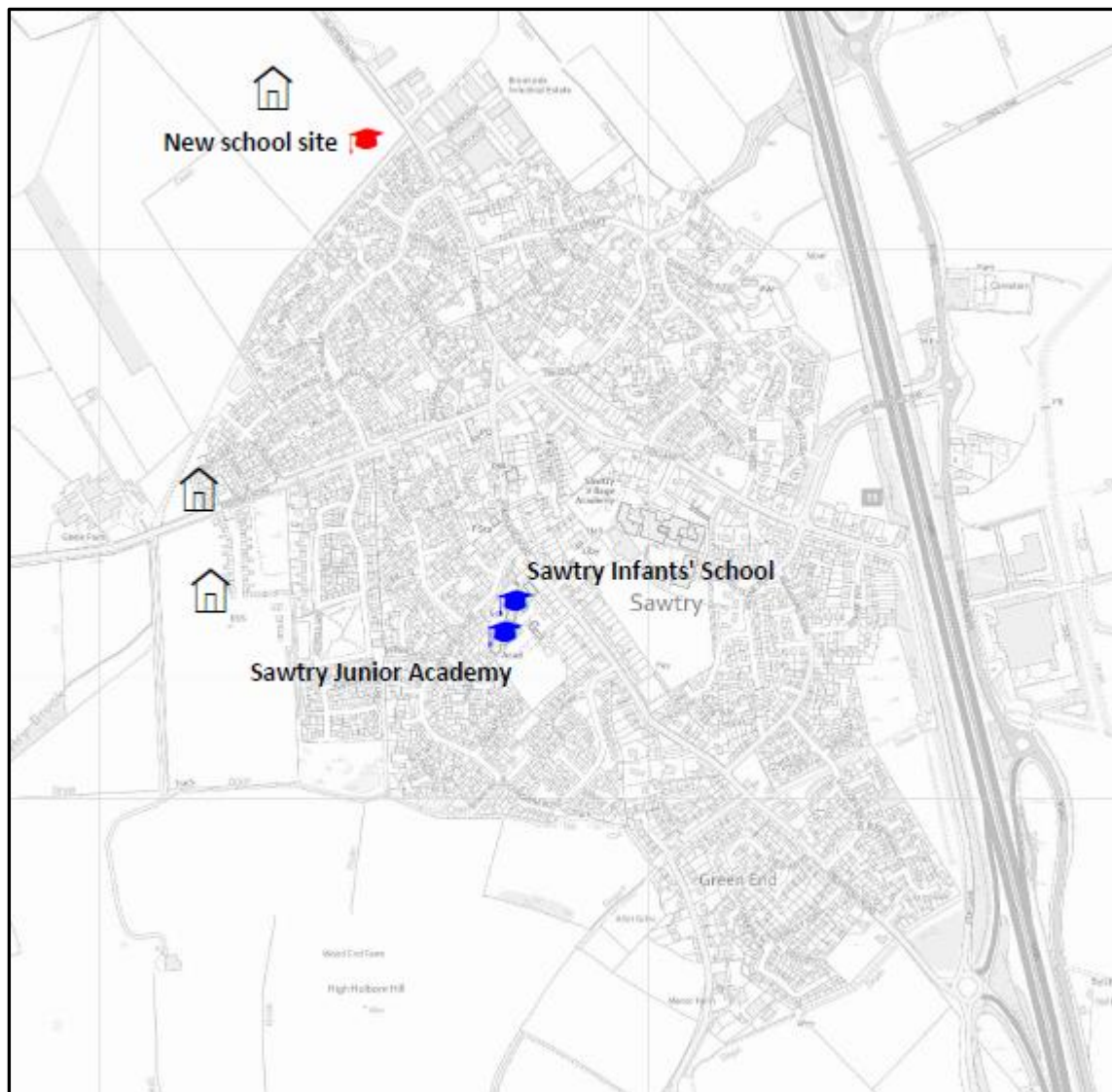
Early Years Education and Childcare: There are several independent EY settings in Sawtry and the surrounding area which offer both full day care and sessional provision. However, additional places will be required to meet the needs of families moving into the new developments.

Primary Education Provision: There are currently two schools in the village serving the primary age range: Sawtry Infant School (National Curriculum (NC) Years R to 2) and Sawtry Junior School (NC Years 3 to 6). The Infant School is a community school, maintained by the Council with a published admission number (PAN) of 60. The Junior School has a PAN of 65 and is run by Cambridge Meridian Academies Trust (CMAT).

Both the infant and junior schools operate from the same site which has limited scope for expansion. It is for this reason that a new school is required to meet the increased demand for primary places.

Map 1. Location of existing schools in relation to proposed new school site

**House symbol denotes approximate location of new developments*



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Secondary Education Provision: The designated catchment school is Sawtry Village Academy. The school, run by (CMAT), has a PAN of 180 and an overall capacity of 900 pupils.

There is sufficient capacity at the school to accommodate children moving into the new developments in the village.

Post-16 Provision: There are various school sixth forms in the local area including at Sawtry Village Academy, St Peter's School, and Hinchingsbrooke School both in Huntingdon, and Abbey College at Ramsey. Cambridge Regional College, a Further Education college, has a campus in Huntingdon.

Pupil Profile of the area

The following data covers the year 2019 as 2020 was an atypical year particularly with regard to recording Key Stage 2 (KS2) outcomes and the increase in levels of entitlement to free school meals (FSM) because of the coronavirus pandemic:

- 9.4 % of pupils are in receipt of **free school meals (FSM)**, the county average is 12.5%.
- **Black and Minority Ethnic (BME)** groups constitute 7.8% of the population in this locality, below the average for Cambridgeshire which is 18.2%.
- **SEN** pupils make up 14.3%, the county average of 14.4%.
- **End of Key Stage 2 attainment at the expected level for combined Reading, Writing and Maths** is 59.8 % whereas Cambridgeshire's average is 62.6%.

Process for identifying a preferred sponsor for the new school

The Education Act (2011) states '*... that when a Local Authority identifies the need for a new school, that this school should be promoted as either an Academy or a Free School. It is required to publish a notice inviting proposals to this effect and to specify a date for academy/free school proposals to be received. After that date, it must forward all proposals received to the Regional Commissioner outlining the steps taken to secure applications from potential academy or free school sponsors or advise them of the fact that none have been received.*'

The executive summary of all proposals received, with the exception of the financial plans, will be published on the Council's website.

The Council's established procedure is to invite the potential sponsors whose proposals meet the Council's shortlisting criteria (see application form) to attend:

- a public meeting to enable the Sawtry community to learn about the individual applications and their vision for the new school and to ask questions of the representatives of the applicant trusts;
- a question-and-answer session with an Assessment Panel comprising County Councillors (Members), Council Officers (including education professionals) and a representative from the Department for Education (DfE).

Following detailed consideration of all the information available to them, the Assessment Panel will reach a view on which, if any, of the applications received, they would prefer to see implemented. A report on the conclusions reached will then be presented to the Council's CYP Committee. The Committee's recommendation together with all the applications received, will be forwarded to the Regional Schools Commissioner (RSC): East of England and North-East London.

The RSC, on behalf of the Secretary of State, will consider the Council's assessments and recommendations before deciding which proposer, if any, is in the best position to establish

and run the new school. The RSC will inform the Council and the successful proposer of its decision, and the Council will inform those who are unsuccessful.

The key milestones for establishing the new primary school for Sawtry are set out below:

Table 1. Timeline for Sponsor Selection Process

Sponsor Selection Process for new Primary School at Sawtry Timeline	
Date	Action
7 th June 2021	Pre-Launch consultation begins
11 th July 2021	Pre-Launch Consultation closes
1 st September 2021	Specification published and 8-week Competition launched
27 th October 2021	Competition period concludes
Week commencing 8 th November 2021	Short-listing takes place
Week commencing 15 th November 2021	DfE Assessment period begins
Week commencing 22 nd November 2021	Short-listed sponsors attend public event at which members of the community can find out more about their respective proposals
19 th January 2022	Member assessment panel
1 st March 2022	Recommendation of preferred sponsor to CYP Committee
March/April 2022	“In principle” decision by Regional Schools Commissioner

The Council is, therefore, seeking proposals from all potential sponsors including for voluntary aided schools and academies with a faith designation to run this new primary school. Proposers should complete the Council’s Free School Presumption application form which is available via the following link:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-changes-consultations/new-primary-school-for-sawtry>

If you have any queries, please contact:

Penny Price (Area Education Officer)

penny.price@cambridgeshire.gov.uk

or

Emma Dean (0-19 Place Planning and Sufficiency Officer)

emma.dean@cambridgeshire.gov.uk

The deadline for submission of your completed application form together with a two-side executive summary of your proposal is **12 noon on 27th October 2021**.

The School

Opening date:

The proposed opening date for the new school is September 2023. As the pupil forecast is based on the trajectory provided by the developer, and the tenure of dwellings on the development, it is subject to change. The proposed date will, therefore, be kept under review as further information becomes available, and pupil forecasts are updated.

The school design has commenced with a contractor partner having been appointed. Due to time constraints, the successful sponsor will only be able to influence the designs at a late stage in the process.

Address:

The school will be situated off Glatton Road, with the proposed site outlined in red below.

Map 2. Proposed primary school site



School Building:

Council policies on the Climate Emergency set ambitious targets for the reduction of energy use in its buildings. Significant additional capital funding will be invested in the new school to enable it to achieve these targets. It is the Council's expectation that any new sponsor will enter into an agreement with the Council to share the revenue benefits of reduced energy costs arising from this investment.

Capacity:

The school will have the capacity to accommodate 1FE/210 places upon opening. It is expected that it will expand to 2FE/420 places in line with housing growth and increased pupil numbers.

Forecast tables are produced by the Council's Business Intelligence Service on an annual basis using information available from the Child Health Information Service (CHIS). As they are subject to change, the Council expects to monitor and review such information regularly with the successful sponsor.

The latest pupil forecast for Sawtry is shown below.

Table 2. Pupil Forecast for Sawtry

	Housing	Children			
Year	Number of housing completions*(cumulative completions shown in brackets)	Number of 4 Year olds in existing catchment (base forecast)	Number of 4 Year olds forecast from all new developments	Total number of 4 year olds within the catchment	Children living within the catchment in excess of the current PAN of 60
2022/23	60 (146)	62	2	64	4
2023/24	105 (251)	62	6	68	8
2024/25	105 (356)	65	12	77	17
2025/26	105 (461)	65	18	83	23
2026/27	70 (531)	65	24	89	29
2027/28	55 (586)	65	27	92	32
2028/29	55 (641)	65	29	94	34
<p>*Developments include East of Glebe Farm (80 dwellings), Land South of Gidding Road (295 dwellings) and Land North of Shawley Road and West of Glatton Road (340 dwellings).</p> <p><i>Please note: The majority of Glebe Farm (74 units out of 80) has already been built.</i></p>					

Published Admission Number (PAN):

The school will open to pupils in Reception only. It will then increase its capacity year-on-year until the school is fully operational in all 7 year groups of the primary phase.

In the event of pressures on places in Years 1-6 in Sawtry, which might necessitate opening classes in other year groups earlier, the Council would work with the successful sponsor to determine admission arrangements, in consultation with the Infant and Junior schools.

The successful sponsor will be expected to operate with a reduced PAN for the first two years, as shown in Table 3. This will enable the school to meet the needs of the community, whilst minimising the level of disruption to other schools in the surrounding area. The timing of installation of some infrastructure elements will also limit the number of pupils that the school will be able to accommodate initially.

Table 3. Proposed school organisation

	Academic Year		
Year group	2023-24	2024-25	2025-26
Reception	10	20	TBC

After the first two years, the Council expects to work with the successful applicant to review demographic forecasts to determine appropriate future admission arrangements. The new sponsor should be committed to working with the Council to set an appropriate PAN which meets both the needs of the growing community and limits impact on surrounding schools.

Proposed admissions arrangements:

The new school will share a catchment area with Sawtry Infant and Junior schools. The catchment area is expected to cover Buckworth, Coppingford, Glatton, Upton and Sawtry. This means that residents living within these villages will be considered in-catchment for all three schools, allowing for greater parental choice.

All potential sponsors are required to abide by the Codes of Practice on Admissions and Admission Appeals, participate in the Council's co-ordinated scheme for admissions and its Fair Access Protocol. With the exceptions of a Voluntary Aided school or Academy with a faith designation, the Council expects potential sponsors will adopt the admission criteria used to determine priority for places in other areas of Cambridgeshire, which is as follows: Children who have an Education, Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with an EHCP that does not name the school will be referred to the Council's Statutory Assessment Team (SAT) to determine an appropriate place.

- 1. Children in Care (CIC), and Children previously in Care but who ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.*
- 2. Children who appear to have been in state care outside of England and who ceased to be in state care as a result of being adopted.*
- 3. Children living in the catchment area with a sibling attending the school (or partner infant and or junior school) at the time of admission.*
- 4. Children living in the catchment area.*
- 5. Children living outside the catchment area who have a sibling attending the school (or partner infant and or junior school) at the time of admission.*
- 6. Children of members of staff, providing they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is demonstrable skills shortage.*
- 7. Children who live outside the catchment area, but nearest the school as measured by a straight line.*

Under criteria 3-6, in cases of equal merit, priority will go to children living nearest the school as measured by a straight line.

Age Range:

When operating at full capacity, the school will cater for children between the ages of 4 and 11. The Council's policy is to admit children into the Reception Year in the September following their fourth birthday.

Gender of pupils:

Mixed.

Early Years provision:

In recognition of the need for additional EY and childcare places to serve new developments, the Council is providing accommodation at the new school specifically for this purpose. The accommodation will comprise two rooms with a total capacity of 52 childcare places for 2–4 year olds. These rooms may also be used for wraparound care provision, such as breakfast, after school or holiday clubs, where the Council or the school identify that there is sufficient demand to make the provision financially sustainable.

It is anticipated that the Council will expect to sub-lease back from the Trust the pre-school area of the school buildings to retain control of the EY accommodation to ensure that appropriate and high-quality EY provision can be secured to meet its sufficiency duties. At the appropriate time, the Council will run a competitive tender process for interested parties in order to identify a service provider. The timetable will be planned to ensure that EY provision will be in place and operational from the time the school opens. An application from the confirmed school sponsor would be welcomed, in due course, as part of the EY tender process.

Once a suitable EY provider has been identified, the Council's Strategic Assets service will liaise with the provider to formalise their occupation by way of a lease or licence, prior to them taking occupation of the accommodation.

Provision for children with Special Educational Needs and/or Disability (SEND):

In line with the 0-25 SEND Code of Practice (2014), schools must ensure all children and young people have access to a broad, balanced and appropriate curriculum that is inclusive of those with SEND. Additionally, as part of The Equality Act (2010) any reasonable adjustments to support children and young people with disabilities (whether of a physical, educational or mental health nature) to access the same provision as others should be made.

Community use / shared facilities:

It is not planned for the school to have any dedicated community provision, in either the short- or long-term.

Transport arrangements:

Access to the school will be along safe walking and cycling routes. Home to school transport assistance will only be provided in line with the Council's Home to School / College Travel Assistance Policy. The Council is currently working with the developer to ensure that a footpath from the neighbouring estate to the school is installed prior to the opening of the

new school.

Equalities impact analysis:

All potential sponsors are required to demonstrate their commitment to inclusion, to promoting equality and diversity and to eliminating unlawful discrimination and harassment.

Details of the site/ building, including details of ownership:

The primary school site will be transferred to the Council by Larkfleet, developers of the Glatton Road site, as part of the Section 106 (s106) agreement with them. The school will be delivered by the Council using its Construction Framework contract arrangements. The site will be leased to the successful sponsor on a 125-year lease, in line with DfE requirements. It will be expected that the accommodation for EY will be sub-leased back to the Council.

Funding and Costs

Capital funding:

The funding for the new school build is included within the Council's Capital Programme. This includes £3,757,000 basic need funding, and £1,997,000 in s106 contributions from the developer of the Gidding Road site.

A contribution will also be sought from the developer of the Glatton Road site which, based on the indicative housing mix, is expected to be in the region of £3,500,000.

The balance, in the region of £2,686,000, will be met by the Council from prudential borrowing.

Revenue funding:

Any successful academy sponsor will need to enter into a funding agreement with the Secretary of State for Education, effective from the date of the school's opening.

As a school established to meet basic need, the Council will be responsible for funding the pre-opening revenue and post-opening diseconomies costs from the Growth Fund it has established with the agreement of Cambridgeshire Schools Forum using its Dedicated Schools Grant (DSG). This is in line with the framework set out by the Education and Skills Funding Agency (ESFA) in their published operational advice.

Pre-Opening Funding for New Schools:

Based on the current local new school funding policy, the Council will make a revenue contribution of £50,000 towards pre-opening costs. This is to cover:

- project management (support to coordinate all work leading to the development of the school);
- staff recruitment (including the head teacher/principal);
- salary costs (which often include the head teacher/principal, finance/business manager and administrative support in advance of opening);
- office costs.

An academy sponsor would also be eligible for a one-off grant of £25k provided by the DfE to cover legal costs associated with establishing a Free School and will need to enter into a funding agreement with the Secretary of State for Education, effective from the date of the school's opening.

Post-Opening Diseconomies Funding:

Resources

Paid annually as the school builds up to capacity

- £125 for each new mainstream place created in the primary phase (years R to 6)
- £500 for each new mainstream place created in the secondary phase (years 7 to 13)

New places will be calculated annually based on the increases in roll from year to year.

Leadership

Paid annually based on the number of year-groups that the school will ultimately have. The amount paid to mainstream schools with pupils aged 4 – 15 each year is set out in Table 4 below.

Table 4. Post Opening Diseconomies Funding (Leadership)

Year	1	2	3	4	5	6	Total
Primary	£40,250	£33,750	£27,000	£20,250	£13,500	£6,250	£141,500
Secondary	£125,000	£93,500	£62,500	£31,000			£312,000

Funding for growth and new schools follows national funding formula (NFF) guidance as prescribed by the ESFA. The local arrangements are therefore reviewed on an annual basis by Cambridgeshire Schools Forum to reflect the latest national policy and, as such, are subject to change. The full policy, agreed by Cambridgeshire Schools Forum in November 2020, is available [here](#).

If the new school is a recoupment Academy, an allocation will be made to the school from local DSG and local decision-making applies to the school's block revenue funding factors paid across by the ESFA. Annual funding will then subsequently be recouped from the Council and paid directly to the Academy by the ESFA.

A school established by a voluntary-aided proposer would be funded on an annual basis by the Council.

Impact and Equalities Assessment

As prescribed by section 9 of the Academies Act 2010 and section 149 of the Equality Act 2010, the Council must assess the potential impact of any new school on existing educational

provision in the area. The Council must also consider whether the new school would impact on any groups with protected characteristics.

A link to the Council's Equality Impact Assessment (EIA) can be found here:

<https://www.cambridgeshire.gov.uk/asset-library/sawtry-primary-school-eqia-screening-form.pdf>

Application Process

Applicants should take account of the relevant criteria in Appendix C of the free school presumption guidance:

[Establishing a new school: free school presumption - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/establishing-a-new-school-free-school-presumption)

As a minimum, please ensure you include the following in your application:

- A statement setting out your educational vision for ensuring all children benefit from the highest standards of teaching and are able to reach expected levels of progress.
- Your inclusion strategy, pastoral support arrangements and the resources you will make available to ensure that you are able to meet the needs of all children, including CIC and those with SEND.
- Plans for appropriate engagement with the local community and parents during the pre-opening period and into the future.
- How you will ensure the school is welcoming to all.

Education Plan

Applicants should take account of the relevant criteria in Appendix C of the free school presumption guidance.

As a minimum please ensure you include the following in your application:

- Details of your curriculum plan which is consistent with the vision and context of the school.
- Your strategic plan for measuring and monitoring pupil performance effectively and setting challenging targets.
- Details of your planned senior leadership and staffing structure, both at the point of opening the school and as the school grows and develops to fill to its planned capacity.
- The arrangements which will be in place to manage senior leadership and staff performance.
- Details of enrichment and extended services. For example, breakfast clubs, sports clubs, homework clubs and music/art clubs.
- Your plans for meeting your Education Safeguarding responsibilities, including the Prevent Duty.
- Your plans with regard to PSHE.

Capacity and Capability

Applicants should take account of the relevant criteria in Appendix C of the free school presumption guidance.

As a minimum please ensure you include the following in your application:

- The resources you would draw on and/or deploy to ensure that the school is ready to open on the date identified.
- 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; human resources; safeguarding; and health and safety.
- How the school would be organised and your plans for ensuring that there are robust governance arrangements in place to provide appropriate levels of support and challenge to the school's senior leadership team, including a diagram of the proposed structures.
- What measures you would take to secure high quality teaching within the expected income levels and how you would manage underperformance.
- A financial plan.