

Free Schools in 2013

Application form

Special Free Schools

Completing your application

Before completing your application, please ensure that you have read the 'How to Apply' guidance for special Free Schools carefully (which can be found [here](#)) and can provide all the information and documentation we have asked for – failure to do so may mean that we are unable to consider your application.

The Free School application is made up of nine sections as follows:

- **Section A:** Applicant details & declaration
- **Section B:** Outline of the school
- **Section C:** Education vision
- **Section D:** Education plan
- **Section E:** Evidence of demand & marketing
- **Section F:** Capacity & capability
- **Section G:** Initial costs & financial viability
- **Section H:** Premises
- **Section I:** Due Diligence & other checks

In **sections A-H** we are asking you to tell us about you and the school you want to establish and this template has been designed for this purpose. The boxes provided in each section will expand as you type.

Section G requires you to provide two financial plans. To achieve this you must fill out and submit the templates provided [here](#).

Section I is about your suitability to run a special Free School. There is a separate downloadable form for this information. This will be available from 28 November, [here](#).

You need to submit all the information requested in order for your application to be assessed.

Sections A-H and the **financial plans** need to be submitted to the Department for Education by the application deadline. You need to submit one copy (of each) by email to:
special.fsapplications2013@education.gsi.gov.uk.

If there is any additional information that you wish to submit as part of your application please add it to the annexes section at the end of this template. Please bear in mind that your email must be smaller than 20MB. Please do not include photographs, images and logos in your application.

You also need to submit two hard copies (of **sections A-H** and the **financial plans**) by 'Recorded Signed For' post to:

Free Schools Applications Team
Department for Education
3rd Floor
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

It is essential that the hard copies are identical to the version you email.

Section I must be submitted in hardcopy and sent by 'Recorded Signed For' post to:

Due Diligence Team
Department for Education
4th Floor
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

Data Protection

Personal data is collected on this form in order to consider an application to set up a Free School and will not be used for other purposes. For the purposes of the Data Protection Act, the Department for Education is the data controller for this personal information and for ensuring that it is processed under the terms of the Act. The Department will hold all personal information you supply securely and will only make it available to those who need to see it as part of the Free School application process. All personal information supplied in these forms will only be retained for as long as it is needed for this process.

Application Checklist

Checklist: Sections A-H of your application	Yes	No
1. You have established a company limited by guarantee	<input type="checkbox"/>	<input type="checkbox"/>
2. You have provided information to cover all of the following areas:		
Section A: Applicant details – including signed declaration	<input type="checkbox"/>	<input type="checkbox"/>
Section B: Outline of the school	<input type="checkbox"/>	<input type="checkbox"/>
Section C: Education vision	<input type="checkbox"/>	<input type="checkbox"/>
Section D: Education plan	<input type="checkbox"/>	<input type="checkbox"/>
Section E: Evidence of demand and marketing	<input type="checkbox"/>	<input type="checkbox"/>
Section F: Capacity and capability	<input type="checkbox"/>	<input type="checkbox"/>
Section G: Initial costs and financial viability	<input type="checkbox"/>	<input type="checkbox"/>
Section H: Premises	<input type="checkbox"/>	<input type="checkbox"/>
3. This information is provided in A4 format using Arial font, minimum 12 font size	<input type="checkbox"/>	<input type="checkbox"/>
4. You have completed two financial plans using the financial template spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>
5. You have provided evidence that local authorities are willing to name the school in pupil statements	<input type="checkbox"/>	<input type="checkbox"/>
6. Independent schools/non-maintained special schools: you have provided a link to the most recent inspection report	<input type="checkbox"/>	<input type="checkbox"/>
7. Independent schools/non-maintained special schools: you have provided a copy of the last two years' audited financial statements or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
8. All relevant information relating to Sections A-H of your application has been emailed to special.fsapplications2013@education.gsi.gov.uk between 13 and 24 February 2012	<input type="checkbox"/>	<input type="checkbox"/>
9. Two hard copies of the application have been sent by 'Recorded Signed For' post to: Free Schools Applications Team, Department for Education, 3rd Floor, Sanctuary Buildings, Great Smith Street, London SW1P 3BT, between 13 and 24 February 2012	<input type="checkbox"/>	<input type="checkbox"/>
Checklist: Section I of your application		
10. A copy of Section A of the form and as many copies of the Due Diligence form as there are members and directors have been sent by 'Recorded Signed For' post to: Due Diligence Team, Department for Education, 4 th Floor, Sanctuary Buildings, Great Smith Street, London SW1P 3BT, between 13 and 24 February 2012	<input type="checkbox"/>	<input type="checkbox"/>

Section A: Applicant details

Main contact for this application	
1	Name:
2	Address:
3	Email address:
4	Telephone number:
About your group	
5	<div> <div> Please state how you would describe your group: </div> <div> <input type="checkbox"/> Parent/community group <input type="checkbox"/> Teacher-led group <input type="checkbox"/> Non-maintained special school <input type="checkbox"/> Independent school <input type="checkbox"/> Academy sponsor <input type="checkbox"/> Other </div> </div>
6	If Other, please provide more details:
7	<div> <div>Has your group submitted more than one Free School application in this round?</div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
8	If yes, please provide more details:
9	<div> <div>In addition to any support/advice from the New Schools Network, did you put this application together with support from another company or organisation?</div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
10	If Yes, please list the name(s) of the organisation(s) and describe clearly the role they played in developing your application. Please also describe the role (if any) you envisage for them in setting up and/or running the Free School if your application is successful:

Details of company limited by guarantee	
11	Company name:
12	Company address:
13	Company registration number:
14	<div> <div>Does the company run any existing schools, including any Free Schools?</div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
15	If Yes, please provide details:
Company members <p>The members of the company are its legal owners. We require that there are a minimum of three members. The founding members are those that establish the company and sign the memorandum of association that is submitted (with the company's articles of association) when registering the company with Companies House. Further members may subsequently be appointed.</p>	
16	Please confirm the total number of company members:
17	Please provide the name of each member below (add more rows if necessary):
	1. Name:
	2. Name:
	3. Name:
	4. Name:
	5. Name:
	6. Name:

Company directors

The company directors are appointed by the members and will eventually form the governing body that will oversee the management of the special Free School. At the point of setting up the company, members are required to appoint at least one director – this may be one of the members. All directors at the point of application must complete a Section I personal information form. All individuals on the governing body must be formally appointed as directors of the company and registered with Companies House.

18	Where directors have already been appointed please provide the name of each and positions they will hold (add more rows if necessary):
	1. Name:
	2. Name:
	3. Name:
19	Please provide the name of the proposed chair of the governing body, if known:

Related organisations

20	Through its members, directors or otherwise, does the company limited by guarantee have any formal or informal links (eg financial, philosophical or ideological) with any other organisations within the UK or overseas? These may include: other Free School groups; other institutions; charitable bodies; and/or commercial or non-commercial organisations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
21.	If Yes, please provide the following information about each organisation: <ul style="list-style-type: none">• their name;• their Companies House and/or Charity Commission number, if appropriate; and• the role that it is envisaged they will play in relation to the special Free School.	
22	Please specify any religious organisations or institutions connected to your application (local, national and international). In particular, please describe in specific terms the religious affiliations of your group, including where appropriate any denomination or particular school of thought that influences your group (eg Pentecostalism, Deobandism, Reform Judaism, etc).	

Existing Providers		
23	Is your organisation an existing independent school wishing to become a special Free School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24	Is your organisation an existing non maintained special school wishing to become a special Free School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25	Is your organisation an existing independent school or a non-maintained special school wishing to establish a new and separate Free School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26	Is your organisation an existing state maintained school or Academy wishing to establish a new and separate Free School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27	If Yes to any of the above 4 questions, please provide your six digit unique reference number here:	
28	If you are an existing independent school, non-maintained special school, state maintained school or an Academy, please provide the following information: <ul style="list-style-type: none"> • the age range; • the current number of pupils on roll; • the current school capacity; and • the SEN currently catered for. 	
29	If you are an existing independent school, non-maintained special school, state maintained school or an Academy please provide the date of your most recent inspection report and a link to the report on the Ofsted or other Inspectorate website:	
30	If you are an existing independent school, non-maintained special school, state maintained school or an Academy, please provide a link to your performance data for the last 3 years:	
31	If you are another type of organisation involved in education, eg an Academy sponsor, please describe that organisation. Please ensure you include your company registration number:	

**Please tick to confirm that you have included
all the items in the check list.**

☐

Declaration to be signed by a company member on behalf of the company

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 special Free School in accordance with the requirements outlined in the 'How to Apply' guidance and the funding agreement with the Secretary of State. 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: Chair of Company / Member of Company (please delete as appropriate).

Print name:

Date:

NB This declaration only needs to be signed in the two hardcopy versions of your application. Please use black ink.

Section B: Outline of the school

1	Proposed school name:	
2	Proposed academic year of opening:	
3	Proposed age range of the school:	<input type="checkbox"/> Pre-School <input type="checkbox"/> 4-11 <input type="checkbox"/> 4-16 <input type="checkbox"/> 4-19 <input type="checkbox"/> 11-16 <input type="checkbox"/> 11-19 <input type="checkbox"/> 14-19 <input type="checkbox"/> 16-19 <input type="checkbox"/> Other If other, please specify:
4	The types/ designations of SEN the school will predominantly cater for (please tick all that are appropriate):	NB: An outline of SEN designations can be found at Annex B of the special 'How to Apply' guidance. <input type="checkbox"/> Specific Learning Difficulty (SpLD) <input type="checkbox"/> Moderate Learning Difficulty (MLD) <input type="checkbox"/> Severe Learning Difficulty (SLD) <input type="checkbox"/> Profound and Multiple Learning Difficulty (PMLD) <input type="checkbox"/> Behaviour, Emotional and Social Difficulty (BESD) <input type="checkbox"/> Speech, Language and Communication Needs (SLCN) <input type="checkbox"/> Autistic Spectrum Disorder (ASD) <input type="checkbox"/> Visual Impairment (VI) <input type="checkbox"/> Hearing Impairment (HI) <input type="checkbox"/> Multi-Sensory Impairment (MSI) <input type="checkbox"/> Physical Disability (PD) <input type="checkbox"/> Other (please specify below)
5	Proposed maximum capacity as a special Free School:	
6	Date proposed school will reach expected capacity in all year groups:	

7	Will your proposed school be:	<input type="checkbox"/> Boys only <input type="checkbox"/> Girls only <input type="checkbox"/> Mixed
8	Do you intend your proposed school to have a faith ethos? <input type="checkbox"/> Yes <input type="checkbox"/> No Please refer to the glossary of terms in the 'How to Apply' guidance for more information about religious character/designation/ethos.	
9	If Yes, please provide details here (please be as specific as possible):	
10	Will your school provide residential provision (ie where a statement specifies residential provision is required to meet the child's SEN)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11	If Yes, please provide details here:	
12	Post code of the preferred site of the proposed school:	
13	Local authority area in which the proposed school would be situated:	
14	If the preferred site is near to a local authority boundary please specify the names of the neighbouring local authorities:	
15	This application form is designed to be used for special applications (as defined at Annex A of the 'How to Apply' guidance). If the school you are proposing does not really fit the definition of special but does not fit the definitions of mainstream, 16-19 or alternative provision either, you need to use the template that is the closest fit and explain how your school would differ. If this applies to your application, please briefly outline the main differences below. You will also need to address these differences in more detail in the relevant sections of the application.	

Section C: Educational vision

Please refer to page 14 of the 'How to Apply' guidance for what should be included in this section.

Section D: Educational plan – part 1

In the table below, please provide the proposed numbers in each year group at point of opening and an explanation of how pupil numbers will build up over time. Please add additional rows/columns if appropriate. If you are an existing independent school or non-maintained special school wishing to become a Free School, please use the first column to show how many pupils you currently have.

If you are proposing to open later than 2013, please leave the relevant earlier columns blank.

	Current number of pupils (if applicable)	2013	2014	2015	2016	2017	2018	2019
Pre-School								
Year 1								
Year 2								
Year 3								
Year 4								
Year 5								
Year 6								
Year 7								
Year 8								
Year 9								
Year 10								
Year 11								
Year 12								
Year 13								

Section D: Education plan – part 2

Please refer to page 15-17 of the 'How to Apply' guidance for what else should be included in this section.

Section E: Evidence of demand and marketing – part 1

In the table below please provide information that clearly shows the level of demand for the proposed school.

Number of pupils whose parents indicate a preference for the proposed special Free School and the number of pupils local authorities anticipate placing at the proposed school (for each year group)										
	2013		2014		2015		2016		2017	
	Parent No.	LA No.	Parent No.	LA No.	Parent No.	LA No.	Parent No.	LA No.	Parent No.	LA No.
Pre-School										
Year 1										
Year 2										
Year 3										
Year 4										
Year 5										
Year 6										
Year 7										
Year 8										
Year 9										
Year 10										
Year 11										
Year 12										
Year 13										
Totals										

Section E: Evidence of demand and marketing – part 2

Please refer to pages 18 and 19 of the 'How to Apply' guidance for what should be included in this section.

Section F: Capacity and capability

Please refer to pages 20-23 of the 'How to Apply' guidance for what should be included in this section.

Section G: Initial costs and financial viability

Please refer to pages 24-28 of the 'How to Apply' guidance for what should be included in this section. As explained in the 'How to Apply' guidance you are required to complete the necessary financial planning spreadsheets as well as providing a supporting narrative. The templates can be found [here](#). Please use this section for the narrative.

Section H: Premises

Please refer to pages 29-31 of the 'How to Apply' guidance for what should be included in this section.

Annexes

If there is any additional information that you wish to submit as part of your application please include it here.

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