

Studio Schools in 2013

Application form

Completing your application

Before completing your application, please ensure that you have read the 'How to Apply' guidance carefully, which is available on our [website](#). Please ensure that you have provided all the information and documentation we have asked for - failure to do so may mean that we are unable to consider your application.

The Studio School application is made up of eight sections as follows:

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

Sections A and B are contained within this form. You can provide information relating to **sections C-H** in free text (in accordance with the information on this form and the full 'How to Apply' guidance). 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.

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

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

Information on **Sections A-H, the appendices, 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 **studioschools.applicatixxx@xxxxxxxxxx.xxx.xxx.xx**

NB: Sections C-H of your application should not exceed 20 pages (excluding appendices) and your email must be smaller than 20MB. You may wish, therefore, to consider how important photographs (in particular), images and logos are to your application.

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

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

It is essential that the hardcopies are identical to the version you email and are received by 6pm on 24 February 2012.

Data protection

The personal data you provide us with will be used to consider your application to set up a Studio 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 in accordance with the terms of the Act. The Department for Education 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 Studio 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

Before you submit your application, please use this checklist to ensure that you have provided all the information required.

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, and sections C-H of your application do not exceed 20 pages (excluding appendices)	<input type="checkbox"/>	<input type="checkbox"/>
4. You have completed and attached appendices 1-5	<input type="checkbox"/>	<input type="checkbox"/>
5. You have completed two financial plans using the financial template spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>
6. All relevant information relating to Sections A-H of your application has been emailed to StudioSchools.applicatixxx@xxxxxxxxxx.xxx.xxx.xx by 6pm on 24 February 2012	<input type="checkbox"/>	<input type="checkbox"/>
7. Two hard copies of the application have been sent by 'Recorded Signed For' post to: Studio Schools Applications Team, Department for Education, 3rd Floor, Sanctuary Buildings, Great Smith Street, London SW1P 3BT, by 6pm on 24 February 2012	<input type="checkbox"/>	<input type="checkbox"/>

Section A: Applicant details (please complete this form)

Main contact for this application		
1.	Name and role:	
2.	Address:	
3.	Email address:	
4.	Telephone number:	
About your Studio School		
5.	Name of proposed Studio School:	
6.	Details of sponsor(s) (Letters of support should be attached at Appendix 1):	
	Name:	Name:
	Organisation:	Organisation:
	Address:	Address:
	Name:	Name:
	Organisation:	Organisation:
	Address:	Address:
	Name:	Name:
	Organisation:	Organisation:
	Address:	Address:
7.	In addition to any support/advice from the Studio Schools Trust and the sponsors outlined above, did you put this application together with support from another company or organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	If Yes, please list the names of the organisation(s) and clearly describe the role they played in developing your application. Please also describe the role you envisage for them (if any) in setting up and/or running the Studio School if your application is successful:	

9.	Name and registered company number of Academy Trust:	
10.	Company address:	
11.	If you are an existing Academy Trust that has applied using your existing company number, please explain whether the Studio School you are proposing will be run by a separate Academy Trust or be part of a Multi-Academy Trust:	
12.	Does the company and/or the sponsors run any existing schools or colleges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	If Yes, please provide details including a link to the most recent Ofsted report(s); and a link to performance data for the last 3 years:	

Company members

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.

14.	Please confirm the total number of company members:
15.	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 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 individuals on the governing body must be formally appointed as directors of the company and registered with Companies House.

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

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 Studio 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 (please complete this form)

1.	Proposed school name:	
2.	Proposed academic year of opening:	
3.	Proposed age range of the school:	
4.	Specialisms that will be offered (where applicable):	
5.	Post code of the preferred site of the proposed school:	
6.	Local authority area in which the proposed school would be situated:	
7.	If the preferred site is near to a local authority boundary please specify names of the neighbouring local authorities:	
8.	Proposed total pupil numbers:	
9.	Date proposed school will reach expected capacity in all year groups:	

Using 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 proposing to open later than 2013, please leave the relevant earlier columns blank.

	2013	2014	2015	2016	2017	2018	2019
Year 10							
Year 11							
Year 12							
Year 13							
Total							

Sections C – H

Please use **no more than 20 pages of free text** to provide information relating to sections C to H, referring to the 'How to Apply' document for full guidance on each of these sections.

© Crown copyright 2011

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is also available for download at www.education.gov.uk/publications