



New Primary Schools for Red Lodge and Lakenheath Suffolk

School specification document for potential sponsors

Overview

The focus of this document is the proposal, subject to Suffolk County Council approval, to expand educational provision in the Red Lodge and Lakenheath areas with the opening of 2 new primary schools in September 2018. Applications are now being sought from approved sponsors to establish one or both primary schools. The two schools are geographically close and may be of interest to academy sponsors looking to establish themselves in the area

The specification provides:

- information on the existing educational provision in the area
- data on the need for places in the area
- information on the number and type of new educational facilities which need to be provided to serve this community and
- information on the statutory process, which all local authorities must follow in order to establish new schools.

This document should be read in conjunction with the notice published locally on the Suffolk County Council website and nationally on the DfE website. Interested sponsors must submit their proposals in accordance with the requirements set out in Section 5. The Authority's Expression of Interest form can be found at [Appendix E](#).

The Role of the Local Authority

Suffolk County Council will not run new schools, but has two roles in their creation:

- ✦ Planning for and securing sufficient school places: the county council is responsible for providing sites and funding for new schools;
- ✦ Recommending who will run the schools: the new schools could be run by organisations which already run schools in the area – for example local outstanding academies or church dioceses – or by new organisations. The Council's recommendation will be sent to the Department for Education (DfE) for approval by the Regional Schools Commissioner on behalf of the Secretary of State. Interested parties should note that the Council will only recommend sponsors who have been approved by the DfE.

CONTENTS

1. Background

- The area
- Why the new schools are needed
- Existing educational provision in this area

2. Details of the new schools

- Type of school
- Location
- Timescale
- Size and growth of schools
- Design of school
- Capital funding
- Other allowances

3. Service requirements

- Delivering excellence in education
- Supporting vulnerable learners and those with special educational needs
- Working in partnership

4. Assessment process

5. How to apply

1. Background

The Forest Heath District

Forest Heath is situated in the heart of the East Anglia, located adjacent to the boundaries of Norfolk and Cambridgeshire and close to north west Essex. The District covers an area of over 37,398 hectares (144 square miles) with two strategic national routes passing through it: the A11 from London to Norwich and the A14 from the Midlands to Ipswich and the East Coast Ports.

Forest Heath is the home the headquarters of British horse racing, Newmarket Racecourse, and to two of the largest USAF air bases in the UK, RAF Lakenheath and RAF Mildenhall. In January 2015, the US Department of Defence announced that operations at RAF Mildenhall would end. Discussions are now taking place on the future of the site.

The District is a mixed urban and rural area, including three market towns, with Newmarket being the largest, followed by Mildenhall and Brandon. These towns contain the majority of the population. There are 20 civil parishes two of which are Lakenheath and Red Lodge.

Red Lodge

The village of Red Lodge, approximately 2.6 miles to the south of Mildenhall and adjacent to the A11, has been identified by Forest Heath District Council as a major focal point for future housing growth. The 2011 Parish profile shows the population at 3,842. The ONS population estimate in 2013 was 4700. Over 1500 new houses have planning approval over two main developments – west of Turnpike Road (295 houses) and Kings Warren (1250 houses). Many of these are now complete and occupied. Additional houses are likely to come forward as the District Council finalises its Site Allocations document.

The village primary school, St Christopher's CEVCP, was relocated from the nearby village of Tuddenham into a new building in Red Lodge in 2011. Since then, the school has expanded its permanent accommodation from 210 to 420 places for children aged 4-11 and is currently providing an additional form of entry initially for the academic year 2015/2016. St Christopher's may be able to continue this temporary increase for the 2016 and 2017 academic years if required but technically, the school has now reached its capacity. In the light of further pressure on places from new housing, the county council has made a decision to establish a second primary school in Red Lodge. The new school will need to open in September 2018.

Lakenheath

Lakenheath is a village of around 9,000 residents located approximately half way between Mildenhall and Brandon, about 5 miles north of the former. The village is host to the largest USAF base in the United Kingdom, RAF Lakenheath.

The current primary school (Lakenheath Community Primary) provides 1.5 FE (315 places) for children aged 4 -11. Like Red Lodge, the area has been identified by Forest Heath District Council as a settlement which could be allocated a significant level of new housing. While no figure has been agreed, this could range from 800 to 2,000 houses. The site of the existing primary school is constrained and means that it would be difficult to expand this school further. In order to make provision for new developments, the county council has agreed to commission a new primary school in the area.

Why the new schools are needed

Red Lodge

The following table shows the pupil forecasts and school capacity and PAN for St Christopher's CEVC Primary School:

			Total rolls (inc housing)				
			2015	2016	2017	2018	2019
Pupil forecasts from core intake			346	404	460	502	533
Potential year-on-year changes			-2	-2	-2	-2	-2
Potential pupils from new housing			7	12	12	12	12
	PAN	CAPACITY					
St Christopher's CEVC Primary School	60	420	351	414	470	512	543

As the pupil forecast table above shows, the school will exceed its capacity by 2017. Most, of this demand is from the continued growth of the local population and not from new housing. While temporary accommodation will help meet this demand, it does not resolve the challenge of providing permanent, long term places. In the anticipation that further housing growth will take place (an application for 374 houses as an extension to the Kings Warren development is being considered by the District Council) and the fact that St Christopher's cannot be extended further, a new school will be required.

Lakenheath

The following table shows the pupil forecasts and school capacity and PAN for Lakenheath Primary School:

			Total rolls (inc housing)				
			2015	2016	2017	2018	2019
Pupil forecasts from core intake			294	298	310	313	319
Potential year-on-year changes			-8	-8	-8	-8	-8
Potential pupils from new housing			2	7	8	8	8
	PAN	CAPACITY					
Lakenheath Community Primary School	45	315	288	297	310	313	319

These forecasts include some small scale housing developments but year-on-year changes appear to offset their impact. Consequently, using these figures, by 2019 the school would exceed its capacity. However, this year applications have outstripped forecasts and we have had to ask Lakenheath Primary to take another 15 pupils into Reception. Forest Heath District Council is currently formulating its future housing strategy across the area identifying Lakenheath as a settlement that could be allocated a significant level of new housing. While no figure has been agreed yet, this could range from 800 to 2,000. Housing is expected to come forward quickly.

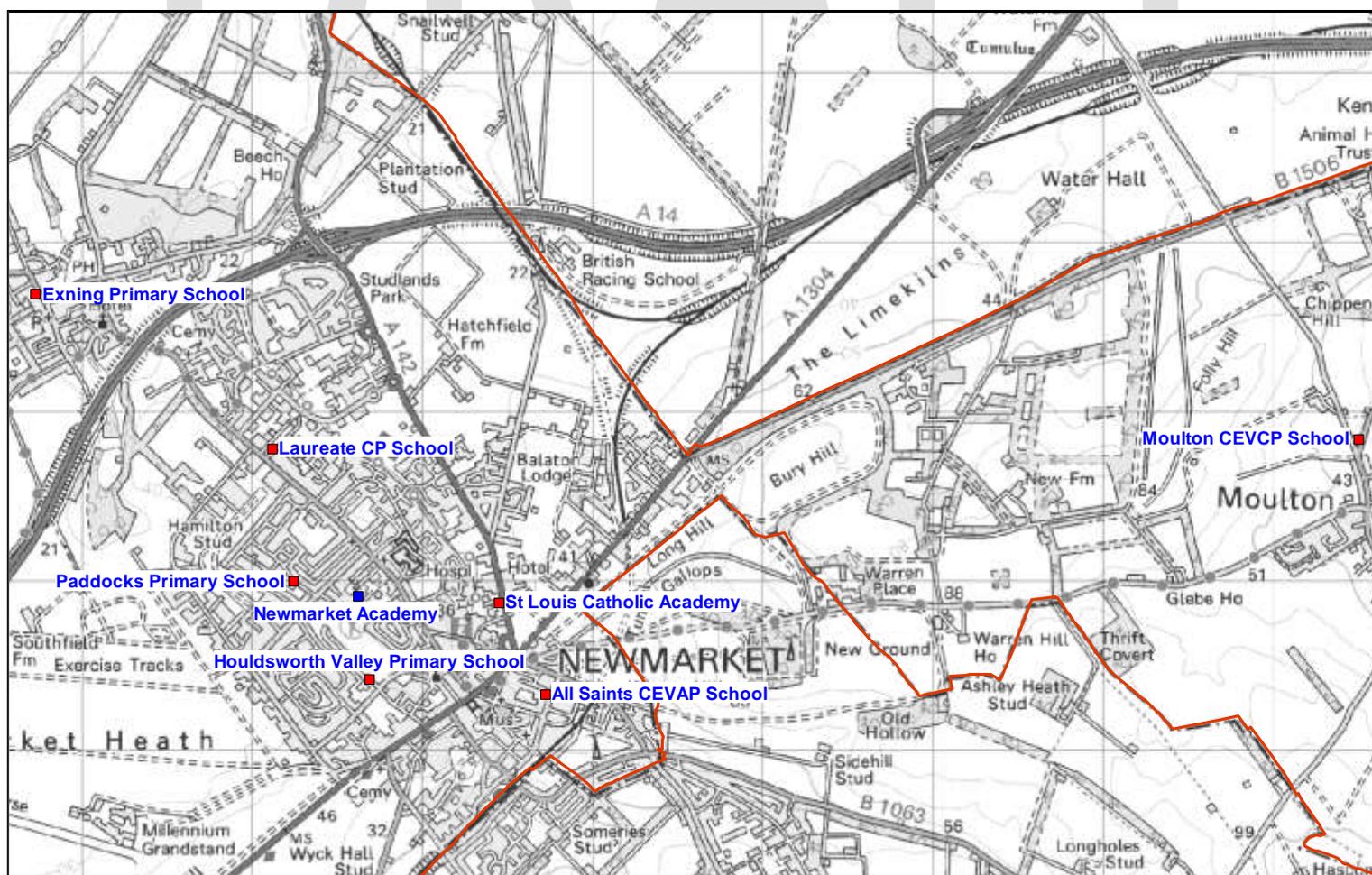
It is therefore quite clear that with these numbers, the existing school could not cope with the large number of pupils from these houses. For example, 800 houses are expected to generate 196 primary age pupils. As a result, a new primary school will be needed.

Existing educational provision in this area

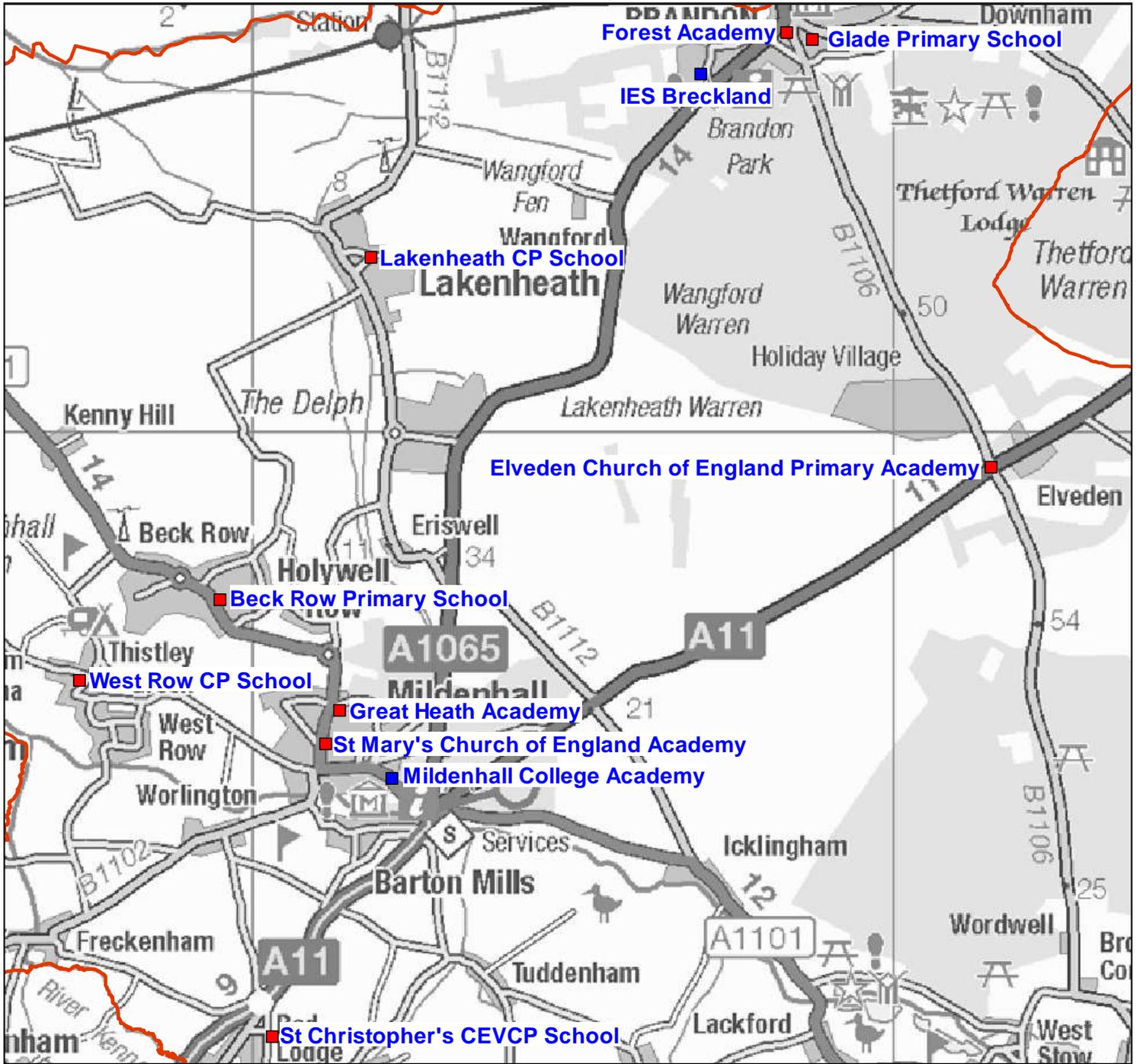
School	PAN	Normal Entry Year
Newmarket Area		
All Saints CEVAP	30	Reception
Exning Primary	30	Reception
Houldsworth Valley Primary	60	Reception
Laureate Community Primary	30	Reception
Moulton CEVCP	30	Reception
Paddocks Primary	30	Reception
St Louis Catholic Academy	45	Reception
Newmarket Academy	120	Year 7

School	PAN	Normal Entry Year
Mildenhall and Brandon Area		
Beck Row Primary	30	Reception
Elveden CEVA	12	Reception
Forest Academy, Brandon	45	Reception
The Glade Community Primary, Brandon	60	Reception
Great Heath Primary, Mildenhall	60	Reception
Lakenheath Primary	45	Reception
St Christopher's CEVCP, Red Lodge	60	Reception
St Marys Church of England Academy, Mildenhall	60	Reception
West Row Community Primary	30	Reception
IES Breckland, Brandon	100	Year 7
Mildenhall College Academy	210	Year 7

Newmarket Area Schools



Mildenhall and Brandon Area Schools



2. Details of the new schools

Type of schools

The new schools will be co-educational academies/free schools providing places for children aged 4 to 11 years. Provision for a 52 place pre-school (0-4) setting will be required on the Red Lodge site. The need for pre-school provision at Lakenheath is still being determined.

Timescale

School places are needed for September 2017. However, contingency plans are being agreed now to provide additional temporary accommodation at other schools. The new schools will be completed to open in September 2018.

Size and growth of school

Each school will be designed to offer places for boys and girls aged 4-11 years with 30 places in each year group - a total capacity of 210 places. Pre-school provision for 0-4 year olds will be made on the Red Lodge site. Both schools will be designed to be capable of expanding to offer 420 places. The Council will want to work with the sponsor/s to balance the availability of places against local demand. This will require a flexible approach based on the pace of house building.

Initially both schools will open with 30 places in Reception and 15 places in both Years 1 and 2. The school will then build up over six years to a capacity of 210 primary places and 52 pre-school places (where applicable). This arrangement will be reviewed with Suffolk County Council prior to the school opening subject to demand for primary school places from local housing developments.

Design of schools

The new schools would be located on new sites within the villages of Red Lodge and Lakenheath (Appendix A and B). Outline plans for each school can be found at Appendix C and D.

The timescale for developing the buildings is as follows:

Initial Design	June 2016
Planning Application	January 2017
Consent	March 2017
Appointment of Contractor	May 2017
Mobilisation on Site	June 2016
Handover and occupation	Summer 2018

Because of the need to open the schools in 2018, feasibility work has already begun. This means that although sponsors will be engaged in the development programme they will have limited opportunity to influence the design. The schools will be built to current DfE Building Bulletin 103 requirements for primary schools.

Admissions

The council expects the schools to serve the community in the Red Lodge and Lakenheath areas. Sponsors will be required to follow the DfE School Admissions Code and the School Admissions Appeal Code. Sponsors will also be required to participate in the Council's co-ordinated scheme for the normal admissions rounds although they are not required to do so for admissions in the year of opening. They will also have to follow the Council's In-year Fair Access procedure.

Home to school transport

The council's transport policy is available at <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-transport-and-travel/school-transport/>

Sponsors will be expected to produce a School Travel Plan. There are excellent walking and cycling routes in the village of Red Lodge in particular and the new academy will be expected to encourage safe and sustainable travel to school. Sponsors will be expected to work with neighbouring schools when agreeing the timing of the school day and professional development dates to enable efficient use of school transport

Lease arrangements

The sites are expected to be made available to the agreed academy provider/s on a 125 year lease, with the usual terms pursuant to the 2010 Academies Act.

Capital Funding

The county council will provide the land and buildings for the first phases of the school i.e. 210 places plus early years' provision where appropriate. Subsequent housing developments will be expected to provide funding for future growth through Section 106 agreements.

Other Allowances

The Council will provide a **start up** allowance of £115,000 to cover the employment of a Headteacher and administrative support in advance of the school opening.

A **setting up** allowance will also be made for each classroom. This is to pay for the desks, chairs and other equipment in each classroom in the school. The calculation is based on average costs. The basic cost for primary school classrooms is £5,000 per class. In addition to the funding per class the council will also make a block payment of £25,000 for a primary school to cover the cost of establishing office and communal space etc.

Pupil related funding

The council will fund the schools on agreed PAN for the first 3 years i.e. 60 pupils for the first year of operation (R, Yr1 and Yr2), 90 for the second year and 120 for the third and so on. Beyond the initial 3 years, the school will be funded on actual numbers.

3. Service requirements

Ensuring all children receive the best possible education is a commitment that we all share. A strong and secure education equips children to be the best they can be and provides them with the foundations on which they will build successful and fulfilling adult lives. Our vision for Suffolk is to encourage and enable all children and young people in Suffolk schools to aspire to and achieve their potential. We seek sponsors for new schools who will help us to achieve this vision.

Every child and young person in Suffolk should be able to attend a good or outstanding school or setting, access the best teaching, achieve well and, as they become an adult, have opportunities for an independent economic and social life. Through providing the best start in life, whatever their background, children should be able to thrive at school.

Sponsors will be expected to:

Deliver excellence in education

- Provide a sustainably good or outstanding school with an exciting and inspiring broad and balanced curriculum
- Rigorously focus on educational standards to ensure that every child and young person achieves their potential and goals
- Ensure an inclusive learning environment in which all pupils, including those with special or additional educational needs and those with disabilities, are supported and enabled to make appropriate progress
- Seek out and share best practice within and beyond the school, promoting innovation and creativity in learning and teaching
- Implement rigorous processes of self-evaluation and continual improvement
- Secure outstanding and dynamic leadership, management and governance
- Attract, retain and develop the highest quality teachers and support staff to ensure good or better teaching and learning, and effective and motivated workforces
- Provide evidence of robust and effective financial management.

Support vulnerable learners and those with special educational needs

The needs of vulnerable children and young people should be met locally wherever possible. The new schools should promote inclusive opportunities for the most vulnerable children and have a strong focus on equalities, early intervention, and supporting the needs of the local community.

Work in partnership

A key component of selection would be the sponsor/s willingness to work in collaboration with other providers and local partners to develop services which meet the needs of local children, young people and families in a coordinated way. In particular, sponsors would be expected to liaise with all local providers of pre-school education and to work with high schools to plan effective pupil transition.

Sponsors will also be expected to:

- Have oversubscription criteria that is reasonable, clear objective, procedurally fair and which complies with all relevant legislation
- Ensure the school plays a key role within its immediate community and the wider local economy
- Engage parents/carers in supporting and encouraging their children's learning
- Work in partnership with the county council and other educational providers to contribute towards meeting a collective responsibility to secure the best for all Suffolk's learners, including participating in school-to-school support, and cooperating with Fair Access protocols
- Develop strategic alliances, partnerships and networks to better meet the needs of young people
- Support the strategic responsibilities of the county council to ensure sufficiency of high quality school places and improved educational outcomes through agreed sharing of data and information.

DRAFT

4. Assessment process

Expressions of Interest will be assessed against their ability to meet the following broad criteria:

- the quality of the places being added into the system, based on the proposer’s vision and educational plan;
- the capability and capacity of the proposer to deliver their proposal to time and on budget, based on their expertise and experience.

The county council will short-list proposers on the basis of the expressions of interest received and will invite the short-listed proposers to deliver a presentation of their proposals to the council and to the local community. The presentations should focus on the following areas:

- The proposer’s ability to promote high standards of pupil attainment
- The education plan for the school
- The approach to teaching and learning and any particular ethos
- How the proposer will ensure high outcomes for children and how success will be measured
- The presentation should also make clear how the proposer will ensure the financial viability of the school
- How the proposer will engage with the new community.

The key milestones for establishing the new primary schools are set out below: programme TBC

Stage 1 – Invitation for Proposals	
27 January 2016	Launch of process: National and local announcements using DfE and SCC websites
4 March 2016	Deadline for receipt of proposals
Stage 2 – Assessment	
w/c 7 March 2016	Assessment of proposals and selection of preferred proposers
w/c 14 or 21 March 2016	Assessment Panel Interviews and public meeting at which shortlisted sponsors will outline their proposals to the local community
4 April 2016	Recommendation to SCC Cabinet
19 April 2016	SCC Cabinet confirms its preferred bid(s)
20 April 2016	Proposals are sent to Regional Schools Commissioner for consideration and decision NB. The Secretary of State will only consider entering into a funding agreement with an approved sponsor/s. (The DfE's approved sponsor list can be accessed from the education.gov.uk website).
Stage 3 - Decision by Regional Schools Commissioner(for the Secretary of State)	There is no specified timescale for this part of the process.

Once advised of the outcome of the Secretary of State's consideration of the applications, the Authority will publicise this information on its website and via other media / communication channels and begin the process of working with the successful sponsor/s to establish the new schools.

4. How to apply

The county council must receive outline expressions of interest by 5 pm on 4 March 2016 and requires one hard copy and one electronic copy of all documentation.

Expressions of interest should be submitted using the Suffolk County Council Expression of Interest form which is available to download from www.suffolk.gov.uk/. Expressions of Interest should be sent to: Gavin Bultitude, Assistant Director, Resources and Support, Children and Young People's Services, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.

Further information is available from Joy Stodart (joy.stodart@suffolk.gov.uk 01284 758829/ 07515 190911) and Frank Stockley (01473 264644 / 07713 09415).

DRAFT

DRAFT