**Presumption Application Form to establish an**

 **Alternative Provision Free School**

**with an Integrated Youth Offer at the Roundwood Centre**

Please use this application form to provide the necessary information and evidence that supports your proposal. The form should be read, in conjunction with:

* the **Invitation to submit an application** to establish an Alternative Provision Free School with an Integrated Youth Offer
* the **Specification and Criteria** for the new Alternative Provision Free School with an Integrated Youth Offer
* the **Equalities Impact Assessment**

Completed application forms should:

* be between 50 - 75 pages
* be formatted for printing on A4 paper
* be completed in Arial 12-point font
* include page numbers
* be in Word and Excel files – not PDF
* not include any comments or tracked changes
* not include photographs or maps
* include a financial plan, either within Section F on the application form, or in an Excel spreadsheet.

Annexes are excluded from the page limit and should be restricted to CVs of key individuals. Submission should not be larger than 9 megabytes.

If you would like further information or wish to discuss your application, please contact Sarah Miller, Head of Inclusion in Brent’s Children and Young People Department **via the London Portal’s message system**.

**Please return your completed application form via the London Tenders Portal** [**https://procontract.due-north.com/Opportunities/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&v=1**](https://procontract.due-north.com/Opportunities/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&v=1) **by 12:00 (noon) on Wednesday 31st July 2019. Please note that in order to make an application you must register to the portal: registration will take 24 hours.**

**Section A – Applicant Details**

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| **Name of lead applicant organisation** |  |

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| --- | --- |
| **Name of lead contact** |  |

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| **Address, as registered at Companies House** |  |

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| **Telephone number of lead contact** |  |

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| **Email address of lead contact** |  |

How would you describe your organisation? (eg. single or multi agency trust / maintained school)

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Proposers must be DfE approved sponsors. If you are not already an approved sponsor, you will need to separately apply via the formal sponsor approval process. You should contact the DfE about becoming a sponsor before submitting a proposal. You can find out more information at [www.gov.uk/guidance/sponsor-an-academy](http://www.gov.uk/guidance/sponsor-an-academy)

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| **Date became approved sponsor** |  |

Do you currently run any existing schools, academies or free schools? If so, please give details, including the most recent Ofsted and attainment data for each. Please also include any free schools in the pipeline.

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Did you put this application together with support from another company or organisation? And if so, please provide details about this organisation

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Section B – The Alternative Provision Free School and integrated youth offer

Please explain how your organisation’s knowledge and experience of the local area would be used to inform your plans to establish this provision, as outlined in the specification.

Section C – Vision for the Free School and integrated youth offer

Please explain your vision and how it meets the requirements in the published specification and criteria.

Section D – Education Plan for the Alternative Provision Free School

Please explain how your education plan meets the requirements in the published specification and criteria. This should also reference the integrated youth offer.

Section E – Capacity/Capability for the Free School and integrated youth offer

Please explain and provide evidence of how your organisation would meet the requirements in the published specification and criteria.

Section F – Funding and Costs for the Free School and integrated youth offer

Please provide financial plans that are consistent with the rest of the application, demonstrate financial viability, and are based on realistic assumptions about income and expenditure. This could be provided in an excel spreadsheet. See specification/criteria.