

## **Fernwood Free School Application**

# **Free Schools in 2013**

## **Application form**

### **Mainstream and 16-19 Free Schools**

## Completing your application

Before completing your application, please ensure that you have read the 'How to Apply' guidance 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 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
- **Section I:** Due diligence and 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 Free School. There is a separate downloadable form for this information. This is available [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: [mainstream.fsapplications2013@education.gsi.gov.uk](mailto:mainstream.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  
3<sup>rd</sup> 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 hard copy and sent by 'Recorded Signed For' post to:

Due Diligence Team  
Department for Education  
4<sup>th</sup> 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 in accordance with 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 checked="" type="checkbox"/>	<input type="checkbox"/>
2. You have provided information to cover all of the following areas:		
<b>Section A:</b> Applicant details – including signed declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section B:</b> Outline of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section C:</b> Education vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section D:</b> Education plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section E:</b> Evidence of demand and marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section F:</b> Capacity and capability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section G:</b> Initial costs and financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section H:</b> Premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. This information is provided in A4 format using Arial font, minimum 12 font size	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. You have completed two financial plans using the financial template spreadsheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. <b>Independent schools only:</b> you have provided a link to the most recent inspection report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <b>Independent schools only:</b> you have provided a copy of the last two years' audited financial statements or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. All relevant information relating to Sections A-H of your application has been emailed to <b>mainstream.fsapplications2013@education.gsi.gov.uk</b> between 13 and 24 February 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Two hard copies of the application have been sent by 'Recorded Signed For' post to: Free Schools Applications Team, Department for Education, 3 <sup>rd</sup> Floor, Sanctuary Buildings, Great Smith Street, London SW1P 3BT, between 13 and 24 February 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Checklist: Section I of your application		
9. A copy of <b>Section A</b> 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. <b>As per the guidance dated 15<sup>th</sup> Feb 12 on the DFE website, as Barnfield is an existing Multi Academy Sponsor no details have been sent to the Due Diligence Team</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Section A: Applicant details

Main contact for this application	
1.	Name: [REDACTED]
2.	Address: [REDACTED] Harpenden, [REDACTED]
3.	Email address: [REDACTED]
4.	Telephone number: [REDACTED]
About your group	
5.	<p>Please state how you would describe your group:</p> <p> <input type="checkbox"/> Parent/community group  <input type="checkbox"/> Teacher-led group  <input checked="" type="checkbox"/> Academy sponsor  <input checked="" type="checkbox"/> Independent school  <input type="checkbox"/> State maintained school  <input type="checkbox"/> Other                 </p>
6.	If Other, please provide more details: N/A
7.	<p>Has your group submitted more than one Free School application in this round?</p> <p> <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No                 </p>
8.	If Yes, please provide more details: N/A
9.	<p>In addition to any support/advice from the New Schools Network, did you put together this application with support from another company or organisation?</p> <p> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No                 </p>
10.	<p>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:</p> <p>Fernwood Free School Application has been submitted by the Barnfield Federation who will act as Sponsor to the Conversion of the Fernwood Independent School to Free School Status. Barnfield have employed Barnfield Education Services Ltd which is the in-house Academy Development team, approved by the DFE to support Barnfield Federation submissions.</p>

<b>Details of company limited by guarantee</b>	
11.	Company name: Barnfield Academy Trust, formally known as Barnfield Academy Trust Luton
12.	Company address: <div style="background-color: black; width: 100px; height: 40px; margin-bottom: 5px;"></div> Harpenden, <div style="background-color: black; width: 100px; height: 15px; display: inline-block;"></div>
13.	Company registration number: The Company is a company incorporated in England and Wales, limited by guarantee with registered Company number 05958361
14.	Does the company run any existing schools, including any Free Schools? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>
15.	If Yes, please provide details:  Barnfield West Academy, Barnfield South Academy and Barnfield Moorlands Primary Free School (which is currently in the process of moving from a stand-alone Trust to the Barnfield Federation Multi Academy Trust shown above)
<b>Company members</b>	
<b>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.</b>	
16.	Please confirm the total number of company members:  Barnfield Academy Trust is a DfE approved and operating Multi Academy Trust, with memorandum and articles approved by the DfE. It currently two members, however the Members and/or the Secretary of State have the power to Appoint additional members.
17.	Please provide the name of each member below (add more rows if necessary):
	<b>1. Name:</b> Barnfield Education Partnership Trust (BEPT) Barnfield Education Partnership Trust is the Sponsor Trust for all Barnfield federation members and is a company incorporated in England and Wales, limited by guarantee with registered Company number 07189719
	<b>2. Name:</b> <div style="background-color: black; width: 100px; height: 15px; display: inline-block;"></div> - <div style="background-color: black; width: 100px; height: 15px; display: inline-block;"></div>

### 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 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 the positions they will hold (add more rows if necessary):
	1. Name: [REDACTED] - [REDACTED]
	2. Name: [REDACTED] - [REDACTED]
	3. Name: [REDACTED] - [REDACTED]
19.	Please provide the name of the proposed chair of the governing body, if known: [REDACTED]

### 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	<p>If Yes, please provide the following information about each organisation:</p> <ul style="list-style-type: none"><li>• their name;</li><li>• their Companies House and/or Charity Commission number, if appropriate; and</li><li>• the role that it is envisaged they will play in relation to the Free School.</li></ul> <p>The proposed Fernwood Free School will be operated as part of the Barnfield Academy Trust, which is a Multi Academy Trust model controlled and overseen by the Barnfield Education Partnership Trust at member and governor level. Barnfield Education Partnership Trust is a company incorporated in England and Wales, limited by guarantee with registered Company number 07189719</p> <p>Barnfield is a Beacon college, graded outstanding by Ofsted, an Investor in People (IiP) Gold Champion and the WorldSkills leader for the Eastern region. In September 2007, Barnfield broke new ground by becoming the first Further Education College in the country to sponsor</p>	

	<p>two significantly underperforming secondary schools, create academies and form a Federation. Since this point, GCSE results have more than tripled in both academies and from a position of special measures they are now judged as 'outstanding' and 'good' by Ofsted. These are the highest grades achieved in the history of these schools.</p> <p>Over the last four years the Federation has grown in size and maturity. The Federation is now led by the Barnfield Education Partnership Trust – members of the Federation include Barnfield College (16+ upwards), Barnfield South and West Academies (11-18 years), Moorlands Primary Free school (4-11 years), with two additional schools Mill Vale Middle and St George's Lower School, which have received their Academy orders and are moving to Primary model and the country's first FE sponsored Studio School (14-18 years Enterprise Academy) with other sponsored academies planned for a 2012 opening.</p>
22.	<p>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).</p> <p>None</p>
<b>Existing providers</b>	
23.	<p>Is your organisation an existing independent school wishing to become a Free School?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
24.	<p>Is your organisation an existing independent school wishing to establish a new and separate Free School?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
25.	<p>Is your organisation an existing state maintained school or Academy wishing to establish a new and separate Free School?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Note:</u> As noted above, Fernwood is an Independent School who wish to become a Free School as part of the Outstanding Barnfield Federation</p>
26.	<p>If Yes to any of the above three questions, please provide your six digit unique reference number here:</p> <p>Fernwood Ind School: 131180</p>
27.	<p>If you are an existing independent or state maintained school or an Academy, please state the age range and current number of pupils on roll and your capacity:</p> <p>3 – 8 Year Nursery – YG 4 51 on Roll</p>



28.	<p>If you are an existing independent or state maintained school or an Academy, please provide the date of your most recent inspection and a link to the report on the Ofsted or other inspectorate website:</p> <p>Fernwood Independent School OFSTED Inspection (Mar 2010):  <a href="http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/131180">http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/131180</a></p> <p>Fernwood School Nursery OFSTED Inspection ( Jul 2011)  <a href="http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY296391">http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY296391</a></p>
29.	<p>If you are an existing independent or state maintained school or an Academy, please provide a link to your performance data for the last 3 years:</p> <p><b><i>All existing data for the school, such as Year Group Folders, and wider School wide data sheets as submitted to OFSTED are only available in Hard Copy format. These can be provided upon request</i></b></p>
30.	<p>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:</p> <p><b><i>As noted above in section 21, The proposed Fernwood Free School will be operated as part of the Barnfield Academy Trust, which is a Multi Academy Trust model controlled and overseen by the Barnfield Education Partnership Trust at member and governor level.</i></b></p>

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



### **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 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:** [REDACTED]

**Print name:** [REDACTED]

**Date: 21/02/2012**

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

## Section B: Outline of the school

1.	Proposed school name:	Barnfield Fernwood Free School
2.	Proposed academic year of opening:	<p>Proffered opening date: September 2012</p> <p>We believe the option to open the Fernwood Free School in Sept 2012 is achievable, based upon our experience relating to the conversion and opening of the Barnfield Moorlands Free School, which successfully commenced operations in September 2011. Please speak to [REDACTED], [REDACTED] for further information and confirmation as to the model</p> <p>Should this not be possible due to the new DfE process the Free School would propose to convert in January 2013, with a first new intake in September 2013.</p>
3.	Specify the proposed age range of the school:	<p> <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 checked="" type="checkbox"/> Other         </p> <p>If Other, please specify:</p> <p>Age group 3 – 11, which would include a Nursery Operation</p>
4.	Date proposed school will reach expected capacity in all year groups:	2017/18
5.	Will your proposed school be:	<p> <input type="checkbox"/> Boys only  <input type="checkbox"/> Girls only  <input checked="" type="checkbox"/> Mixed         </p>
6.	Do you intend that your proposed school will be designated as having a religious character?	<p> <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No         </p>

	<b>NB Please refer to the glossary of terms in the ‘How to Apply’ guidance for more information about religious character/designation.</b>	
7.	If Yes, please specify the faith, denomination, etc of the proposed school:	N/A
8.	Do you intend your proposed school to have a faith ethos (but will not be designated as having a religious character)?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9.	If Yes, please specify the faith, denomination, etc of the proposed school:	N/A
10.	Postcode of the preferred site of the proposed school:	██████████
11.	Local authority area in which the proposed school would be situated:	Central Bedfordshire
12.	If the preferred site is near to a local authority boundary please specify the names of the neighbouring local authorities:	Milton Keynes Unitary Authority
13.	<p>This application form is designed to be used for mainstream applications and 16-19 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 a mainstream or 16-19 school but does not fit the definitions of special or alternative provision schools 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.</p> <p>The existing Fernwood Independent School operates as a Private Nursery and Lower School model, taking pupils from Nursery (Age range 3 / 4 ) through to Year Group 5 (Age range 8 / 9). The proposed Free School would extend its year range to a full primary model, initially offering single form entry for Year Groups Reception to Year 6, moving over time to a two form entry in all Year Groups.</p>	

## Section C: Education vision

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

Fernwood School is a long established and successful Independent Nursery and Preparatory school. The school provides a unique blend of learning, building upon its core principles of small class sizes (maximum of 18 in a class from Reception Year Group), diversity at the heart of learning and that outstanding education is to respect the individuality of every child's specific needs, interest and talents; irrespective of their academic, social or emotional ability.

As part of the Schools commitment to its community, the school wishes to become more accessible and move away from fee paying to become a state funded Free School, operating as a Full Member of the Outstanding Barnfield Federation. Based upon the Barnfield experience of converting and opening other Independent Preparatory school, the existing school would wish to ideally convert for September 2012. However, should this not be possible due to the new DfE Free School application process, the Barnfield Fernwood Free School would propose to convert in January 2013, with a first new intake in September 2013.

The Barnfield Fernwood Free School will be operated as part of the Barnfield Academy Trust, which is a Multi Academy Trust model controlled and overseen by the Barnfield Education Partnership Trust at member and governor level. Barnfield is a Beacon college, graded outstanding by Ofsted, an Investor in People (IiP) Gold Champion and the WorldSkills leader for the Eastern region. In September 2007, Barnfield broke new ground by becoming the first Further Education College in the country to sponsor two significantly underperforming secondary schools, create academies and form a Federation. Since this point, GCSE results have more than tripled in both academies and from a position of special measures they are now judged as 'outstanding' and 'good' by Ofsted. These are the highest grades achieved in the history of these schools.

Over the last four years the Federation has grown in size and maturity. The Federation is now led by the Barnfield Education Partnership Trust – members of the Federation include Barnfield College (16+ upwards), Barnfield South and West Academies (11-18 years), Moorlands Primary Free school (4-11 years), with two additional schools Mill Vale Middle and St George's Lower School, which have received their Academy orders and are moving to Primary model and the country's first FE sponsored Studio School (14-18 years Enterprise Academy) with other sponsored academies

planned for a 2012 opening.

Membership of the Federation will enable the Academy to access the Federation's unique shared services proposition, offering significant savings generated by its commercial leverage; as well as savings through the alignment of systems and processes across the Federation. In addition to the shared service benefits, the new Academy will also have access to the Federation's senior management support network, enabling the School to access a range of staffing expertise, within both Secondary and the wider educational teams.

The Fernwood Free School Education Vision will be to provide a stimulating learning environment in which we can ensure that each child's education has continuity and progression. The School will cater for individual students needs and facilitate their acquisition of knowledge to allow them to develop intellectually, physically, socially, emotionally and morally, in order that they may become independent, confident and responsible members of the communities in which they live, study and work.

The Fernwood Free School will have the following aims, helping its pupils to become well motivated, enthusiastic and with a positive attitude towards learning.

- To foster individual academic excellence by encouraging educational development in a happy, disciplined atmosphere
- To help each pupil develop a lively, enquiring mind, the ability to question and argue rationally and to apply him/her to tasks and physical skills
- To help each pupil use language and numbers effectively
- To encourage courtesy and respect for others within and outside the school community
- To encourage respect for religious and moral values, appreciate human achievement and to develop a sense of integrity
- To help each pupil to understand the world in which we live
- To enable each pupil to develop self-confidence and to obtain satisfaction and personal fulfilment at each stage of his/her development.

The Fernwood Free School vision and ethos very much complements the wider Barnfield Federations approach of fairness, excellence and traditional values in a modern context and mirror the model already adopted at the highly successful Barnfield Moorlands Primary Free School in Luton.

### Fernwood's Uniqueness

Fernwood Free School will have a range of unique attributes, building upon a distinctive prep school philosophy.

Key to the Schools success will be an emphasis on a commitment to small class sizes, with no more than 18 in a class, its development of nurtured education, introducing the role of specialised teaching (in areas such as foreign languages), and strong discipline allowing pupils to flourish and achieve their full potential irrespective of barriers presented by social background, gender or ethnicity.

The School will provide a high standard of education in an environment in which children of all abilities and varied cultures can achieve their full potential and enjoy learning.

The pupils will be encouraged by support, understanding and example to give of their best in all areas of school life. High standards of self-discipline and behaviour will be expected. With education regarded as a partnership between home and school, parents and staff will work together for the benefit of the children.

Fernwood Free School greatest strengths will be its diversity welcoming all children, seeing each one as an individual. Fernwood believe that providing access to such a brand of education will drive up standards, opportunities and social mobility.

### School Community

The Free school will continue to build on the current model of the development of innovative learning through a creative curriculum and diverse teaching methods. Learning will be enhanced through subjects beyond those specified in the National Curriculum and cross curricular themed topics also allowing the pupils to be introduced to early experiences of vocational and business skills. Independent learning skills will be encouraged through a range of teaching and learning strategies and pedagogies in order to develop and achieve learning for meaning. In keeping with our Forest school philosophy much of this teaching will take place in the surrounding woods.

Each child will be part of a house system, encouraging team work and collective competition, both within an academic and competitive sports environment. The unique small class size model has been constructed with the objective of increasing the average time Teachers can have with each pupil enhancing the positive attitudes towards learning and a determination to succeed, enable students to reach high levels of achievement.

Pupil personal development will be a high priority for the new Free School enabling the students to develop into well rounded and confident citizens, encouraging courtesy and respect for others, respect for other's religious and moral values, the appreciation of other achievement and develop a sense of integrity. This will enable each pupil to understand the world they live in encouraging each pupil to develop self-confidence and to obtain satisfaction and personal fulfilment at each stage of his/her development.



## Section D: Education plan – part 1

In the table below, please provide the proposed numbers in each year group at the 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 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.

	<b>Current number of pupils (if applicable)</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Nursery</b>	17	25	25	25	25	25	25	25
<b>Reception</b>	7	36	36	36	36	36	36	36
<b>Year 1</b>	6	18	36	36	36	36	36	36
<b>Year 2</b>	7	18	36	36	36	36	36	36
<b>Year 3</b>	4	18	36	36	36	36	36	36
<b>Year 4</b>	10	18	18	36	36	36	36	36
<b>Year 5</b>		18	18	18	36	36	36	36
<b>Year 6</b>			18	18	18	36	36	36
<b>Year 7</b>								
<b>Year 8</b>								
<b>Year 9</b>								
<b>Year 10</b>								
<b>Year 11</b>								
<b>Year 12</b>								
<b>Year 13</b>								
<b>Totals</b>	51	151	223	214	259	277	277	277
<b>Total Excl Nursery</b>	34	126	198	216	234	252	252	252

## Section D: Education plan – part 2

Please refer to pages 16-20 of the 'How to Apply' guidance for what should be included in this section.

### Outline of the Educational Plan

The proposed Fernwood Free School will aim to provide a broad and balanced curriculum to meet the individual needs of each of its children. The Free School will provide a stimulating environment in which pupils receive the desirable amount of individual attention in small classes, with additional support as necessary. In such circumstances the talents of every child are encouraged to develop. The School aims to provide a thorough grounding in preparation for entry to a wide variety of senior schools, while at the same time establishing the self-confidence in the pupils to successfully meet new challenges and a sense of belonging to a society in which they can fully participate in as citizens.

Fernwood Free School will continue to offer its unique small class model (maximum of 18 students per class, subject to larger class size in the Nursery provision) allowing the School to continue to place an emphasis on the development of each child to reach their full potential. The Free School will encourage a friendly atmosphere in which all children can play and learn together. Fernwood School will provide a sound and thorough grounding in academic subjects and life skills to prepare the children for their future learning and development across all stages of the curriculum. This approach will start to prepare the children for secondary school where the whole timetable is subject teacher based.

A wide range of subjects are taught through a flexible timetable that allows for creative input and project work to be included (see below). The School will adopt a house system which will run from Year 1 up to Year 6. The house system will have both a pastoral role as well as encouraging individual and collective competitiveness.

Fernwood Free Schools Early Years Foundation Stage (Reception Age 4 – 5) will establish the foundation upon which future learning is built. Children grow emotionally, socially and intellectually through child and adult initiated activities, with some introduction of traditional school work. By following the EYFS curriculum, the children will begin to develop language, numeracy and reading skills whilst acquiring knowledge and understanding of the world around them. Creativity and imagination, along with physical development, will be encouraged through a range of art, drama, music and gym activities. French will also be introduced in Reception.

As children move through Key Stages 1 and 2, the process of formal subject teaching develops. The Children will experience Mathematics, English, Science, French, History, Geography, ICT, RE and Classics. All subjects will be supported by a range of resources in the classrooms and the library. Computers in the classrooms and the ICT suite will provide an interactive dimension and a VLE will enable external learning and interaction.

Fernwood Free School believe Sport is very important to school life and a range of activities are planned for all age groups. There will be many opportunities to

participate in competitive team games in sports such as football, netball, cricket, tennis, athletics, cross country running and golf.

Upon conversion the new Free School will continue to operate a robust transition model, with processes being in place to ensure the most effective move between year groups and key stages. Clear and consistent documentation system will be in place to allow facts relating to each child's attainment, progress and current ability. The school will continue operate a robust quality review process, providing robust scrutiny of pupils work by staff to ensure consistent application of subject policies, marking and assessment procedures across classes in the same year group and across the key stages. The new Free School will built upon the existing rolling programme of review of the curriculum and the schemes of work with staff working with a colleague from another key stage to ensure consistency.

The Fernwood Free School will adopt a robust range of assessment procedures, which have been developed over a period of time, to develop a consistent system, including methods of recording progress and attainment. The Free School will adopt the national SAT's; as it's systems of levelling and assessment of each child's progress.

Fernwood will continue to build upon the key curriculum strengths of Diversity continued extended learning, enhanced range of sporting activities and the provision of a creative curriculum blending life skills and practical project elements.

#### Curriculum Enrichment

The curriculum will be enriched through participation of students in a range of cross curricular theme days, allowing many of the children to work with other year groups. In addition to the set curriculum, it is proposed that a wide variety of sporting and creative extra-curricular activities will be provided during the lunch hour and/or within after school provision. These extra-curricular options will be provided by members of the teaching staff or by peripatetic coaches and tutors. These may include the following examples: ballet, gymnastics, karate, cookery, sign language, recorders, guitar and modern music.

A key feature of the proposed extra-curricular activities will be the Schools "Life Skills" programme. Children from Year 1 up to Year 6 will participate in a range of activities once a week, as part of the normal school timetable, to enhance their learning in areas that come outside the boundaries of the academic curriculum. Such activities will possibly include table manners and etiquette, health and fitness, puzzle club, modern music, personal grooming, observational drawing, musical composition and sewing. Past operation of this model shows that the children enjoy and learn from all the activities which are arranged in a way that also allows them the opportunity to work with pupils from other year groups.

### Special Educational Needs

It is the experience of the Fernwood School team that Children with special educational needs may have learning difficulties that call for special provision to be made, with some of the children requiring specific support at key times in their lives. The School will define Children as have a learning difficulty if they have significantly greater difficulty in learning than the majority of children of the same age.

Not all of the children who join the Fernwood Free School will have already attended an early education setting. To ensure the most appropriate measures are in place to support the learning process, all children on the school roll and entering the Free School will be assessed after they join the school, this will ensure the school can build upon their prior learning. The School will use this information to provide starting points for the development of an appropriate curriculum for all children.

### Gifted and Talented Children

The Fernwood Free School will aim to provide a curriculum that is appropriate to the needs and abilities of all its children. The School plans its teaching and learning in such a way that it enables each child to reach for the highest level of personal achievement. This policy helps to ensure that the school recognises and supports the needs of those children in the school who have been identified as 'gifted' and 'talented' according to national guidelines. In these guidelines the term 'gifted' refers to a child who has a broad range of achievement at a very high level. Those children who are gifted often have very well-developed learning skills. The term 'talented' refers to a child who excels in one or more specific fields, such as sport or music, but who does not perform at a high level across all areas of learning. Within the Fernwood Free School, the school will adopt the terms 'very able' and 'more able' for children who, at a national level, are referred to as 'gifted' and 'talented'.

### School Timetable and Calendar

The school opens at 8:00am and there is a supervised social time to include all age groups until 8:30am when the children go to their classes. Lessons begin at 08:45am there are staggered play times of 15 minutes mid-morning. Two days per week there is a school assembly where everyone from Reception attends, as the school expands this will change to a Year Group assembly model. Lunch time for Year Groups commences at 12:15, split shift lunch breaks will be needed as the school expands, with the morning children going home at 1pm after lunch.

Afternoon school begins at 1:15pm and finishes for children up to year one at 3:00pm with the older children finishing at 3:20pm. There are after school activities everyday ranging from homework club to art club Karate football and tea club which finishes at 5:30pm.

Subject lessons vary in length from class to class and subject to subject for example tennis lessons are for 1 hour, French lessons are for half an hour, afternoon sport on a Friday last for one hour and a half. Ballet is half an hour. Music classes are all half an hour.

Events throughout the year include children's discos and Christmas fair two major drama productions one at Christmas and one in the Summer. Musical evenings which provide an opportunity to entertain their parents with their singing and instrumental talents, sports day followed by a Summer fair. Ballet display once a year.

### Pupil Targets and Achievements

Each pupil within the Free School will have an individual target which is set in a one to one discussion with the child and they are reviewed on a fortnightly basis, or even weekly, dependant on the subject and child. All targets have to be achievable and realistic. If the child achieves their target they will receive various rewards dependent upon success.

We have a good to be green policy which highlights the behavioural policy which rewards good behaviour and discourages misbehaviour and is something which is shared with the parent and the parent signs up to it to demonstrate they will support the school with its policy. This also includes attendance at school where the attendance record is 98% across the board. "Attendance is outstanding" as quoted by OFSTED.

We have a house system (Stella, Aster and Star) and the children will be rewarded for team and individual performance to include behaviour, sport, Academic and music and general kindness.

### School targets for 2012-13

The School proposes to set the following initial targets for its first year of operation:

Recruitment: 100%

Attendance: 98%

Exclusion: Nil

#### Key Stage 2:

- 97% Level 4+ English (37% possible level 5+)
- 83% Level 4+ Maths (43% possible level 5+)
- 80% progressing 2 NC levels English
- 70% progressing 2 NC levels Maths

#### Key Stage 1:

- Reading: 15% L3, 31% L2A, 30% L2B, 12% L2C, 9% L1, 3% W
- Writing: 9% L3, 22% L2A, 33% L2B, 30 % L2C, 6% L1
- Maths: 21% L3, 24% L2A, 22% L2B, 21% L2C, 12% L1

#### Educational focus for the 1<sup>st</sup> term:

- Developing Key skills in Numeracy and Literacy
- Promoting pupil independent learning and challenging thinking skills
- Enhancement of provision by extended learning team
- Cross curricular and curriculum enrichment activities
- Use of enhanced ICT provision in teaching & learning

### School Uniform

Key drivers for the Free Schools strategy towards the promotion of good behaviour and inter school, relationships are the continued adoption of a mandatory school uniform and compulsory adherence to the core discipline rules of the school. It will be the policy of the Fernwood Free School that all children attending the school

wear the approved and specified school uniform, or when students are participating in a school-organised event outside normal school hours. The School will provide to parents a complete list of the items needed for school uniform.

The aim of the Fernwood School Uniform policy will be:

- To engenders a sense of community and belonging towards the school
- To identify the children from within the school
- To prevents children from coming to school in fashion clothes that could be distracting in class
- To make children feel equal to their peers in terms of appearance
- To create a good value for money option for parents
- To promotes a sense of pride in school.

The Free School will adopt a policy on Health & Safety grounds of not allowing children to wear jewellery in our school. The exceptions to this rule will be small objects of religious significance, or for girls, a small pair of stud earrings. However, both items will either need to be removed or covered, by the child for all PE based activities. The school will not permit children to have 'extreme' haircuts that could serve as a distraction to other children. Female students will be requested to use only plain navy blue or white hair accessories, with long hair tied back at all times during the school day. As part of the school dress code, no child will be able to wear platform soled shoes or heels above a height of 3cms. Trainers will also not be seen as appropriate school footwear; as this is not in keeping with the smart appearance of a school uniform.

The School ethos will continue to be one of a partnership with parents; the school believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. As part of the wider and on-going process Parents will be periodically consulted regarding the school uniform, with regard to value for money, quality, style and colour.

#### Behaviour and Pastoral Care within the Free School

Fernwood School recognises that some pupils might need extra support with their learning, due to their behavioural and pastoral needs. The curriculum provided might be short or long term intervention and may be provided and implemented for a period of time, as agreed with the parents and class teacher involved. Pupils will be supported to achieve to their best during this time and their emotional needs are considered alongside their educational needs in sensitive manner by the staff involved.

It is a primary aim of the Fernwood Free School that as part of the wider Barnfield federation every member of the school community feels valued and respected and that each person is treated fairly and well. Fernwood are and will continue to be, a caring community, whose values are built on mutual trust and respect for all. The school behaviour policy will therefore be designed to support the way in which all

members of the school can live and work together in a supportive way. The Schools strategy will be to promote an environment where everyone feels happy, safe and secure. The school will continue to have in place a range of rules for the classroom, the playground, assembly, and the dining areas and for movement around school. The primary aim of the behaviour strategy will be to promote good relationships, so that people can work together with the common purpose of helping everyone to learn. This strategy and its associated policies will support the school community in aiming to allow everyone to work together in an effective and considerate way. The School will treat all children fairly and apply this behaviour policy in a consistent way, ensuring that all children within the school are able to grow in a safe and secure environment and to become positive, responsible and increasingly independent members of the school community.

The school will reward good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This school policies and procedures will be designed to promote good behaviour, rather than merely deter anti-social behaviour.

The School will aim to praise and reward children for good behaviour in a variety of ways:

- Teachers congratulate children for work/behaviour;
- A written comment on a pupil's work;
- A public word of praise (in class);
- A public word of praise (in front of the whole school);
- Visit the Principal, Deputy Principal or House Tutors for commendation;
- House points/merits are distributed to children either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
- Certificates, stickers and badges are awarded;
- The child's success is shared with the parents;
- Individual rewards are presented at Prize Giving;
- Special responsibilities are given.

The school will acknowledge all the efforts and achievements of children, both in and out of school e.g. by presenting music, chess, swimming etc. certificates during assembly. School based achievements are also published in the weekly bulletin, which is sent home to parents.

Where needed the school will employ a range of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. The sanctions employed will be appropriate to each individual situation and to the year group involved, with tracking sheets being used from Year 3 up to Year 6 to record compliance. Issues that may result in records and sanctions being invoked could

include the failure of children to listen carefully to instructions in lessons, a child is disruptive or misbehaves repeatedly in class.

When disruptive behaviour occurs, the initial strategy will be to move to a place nearer the teacher, or to sit on their own until s/he calms down, and is in a position to work sensibly again with others.

The safety of the children is paramount in all situations. Where a child's behaviour endangers the safety of others, the class teacher will stop the activity and prevent the child from taking part for the rest of that session. All incidents of this type will also be recorded on the tracking sheet.

Should a child threaten, hurt or bully another pupil, the class teacher records the incident on the tracking sheet and the child will be punished according to the consequences. If a child repeatedly acts in a way that disrupts or upsets others, the school will contact the children's parents and seek an appointment in order to discuss the situation, with a view to improving the behaviour of the child.

The class teachers will on a regular basis discuss the school rules with each class, in addition to the school rules, each class will be encouraged to adopt its own and additional classroom code of rewards and consequences, which will be agreed by the children and displayed on the wall of the classroom. In this way, every child in the school will know and understand the standard of behaviour that the school expects.

The school will not tolerate bullying of any kind. Should an incident of bullying or intimidation be identified, the School will act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear. All members of staff, will be made aware both through Staff training and through the teachers' handbook, of the regulations regarding the use of force by teachers, as set out in the DFE guidelines "Use of force to control or restrain pupils" (Nov 2007). Teachers within the school will not hit, push or slap children. Staff will only intervene physically to restrain a child to prevent injury to a child, or if a child is in danger of hurting him/herself.

#### The Role of Parents

The School believes Parents have a vital role to play in their child's education and homework is an important part of this process. The School plans to ask parents to encourage their children to complete the homework tasks that are set. Teachers will invite parents to help their children as they feel necessary and provide them with the sort of environment that allows children to do their best. Parents can support their child by providing a good working space at home, by enabling their child to visit the library regularly and by discussing the work that their child is doing. The School strategy will be to ask parents to check the reading record/ homework record daily and to initial it as requested.

#### Planned Curriculum Model

The School currently operates a broad and dynamic Curriculum model and this will be expanded and developed as part of the move to Free School status. The current school operates in a Lower School model, with Year Groups Reception to Year 4,



the proposed Free School would extend this operation to Years 5 & 6, an outline of the existing and planned split of future curriculum is shown below.

Percentage Activity	Receipt	Year Group					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Lessons per week	20.5	20	21	21.5	21.5	22	20.5
Comm, Language & Literacy	23.8 %						
Problem solving, Reasoning	19.0 %						
French	2.4 %						
Music	2.4 %						
Knowledge & understanding	14.2 %						
Creative Development	9.5 %						
Gym & Movement	9.5 %						
PSED	9.5 %						
Golden time	9.5 %						
Math's		19.1 %	20.0 %	21.4 %	23.2 %	23.2 %	22.7 %
Literacy		26.8 %	27.5 %	28.5 %	27.9 %	25.5 %	27.2 %
French		2.4 %	2.5 %	4.7 %	4.6 %	4.6 %	4.5 %
Geography		2.4 %	2.5 %	4.7 %	4.6 %	4.6 %	4.5 %
History		2.4 %	2.5 %	4.7 %	4.6 %	4.6 %	4.5 %
Science		9.7 %	10 %	9.5 %	9.3 %	9.3 %	9.0 %
Art & design		4.8 %	5.0 %	4.7 %	4.6 %	4.6 %	4.5 %
RE		4.8 %	5.0 %	4.7 %	4.6 %	4.6 %	4.5 %
PE		9.7 %	10 %	9.5 %	4.6 %	4.6 %	4.5 %
Music		4.8 %	5.0 %	4.7 %	4.6 %	4.6 %	4.5 %
Citizenship		4.8 %	2.5 %	---	---	---	---
ICT		4.8 %	5.0 %	4.7 %	4.6 %	4.6 %	4.5 %
Life skills		2.4 %	2.5 %	2.3 %	2.3 %	2.3 %	2.2 %
Classics		---	---	---	---	2.3 %	2.2 %

#### Understanding of the Local Community

The school works very closely with the local community by providing various events and community spirited work to include Harvest Festival, Christmas Carols at the old people's home, fund raising for the NSPPC and for the British Heart Foundation and the shoe box appeal at Christmas. These events strengthen the relationships the school has in the Local Community and provides a two way communication between the school and the community with feedback from these events. To date letters have been received from the wider community thanking the school for its fund raising and charitable events.

#### Fernwood Admissions arrangements

#### Background to the Fernwood Free School

Fernwood Free School aims to be established for September 2012 as a state funded, co-educational, non-fee paying independent maintained Primary free school

with an agreed admission number of 36 for the Reception Year R intake in 2012-13 onwards.

The current Independent school operates a Nursery provision, which the Fernwood and Barnfield team feel should be retained, as the linkage is a critical factor in the Primary recruitment process. The Barnfield Federation has a Converter Academy Primary school operating in Leighton Buzzard, Central Bedfordshire which currently does offer State funded Nursery places. The current model shown in this submission has assumed that the Nursery provision will be a fee paying model, however the project team would be keen to move this to a State funded provision with funds provided under the GAG model.

The Free School will be an integrated member of the Barnfield Federation, operating a School within the Barnfield Academy Trust, the federations approved Multi Academy Trust model.

#### Admission to the Fernwood Free School 2012/13 onwards

The Barnfield Fernwood Free School Admissions arrangements 2012-13 shall apply for the first year of operation of the Fernwood Free School in the Academic year 2012/2013.

Applications for the new Fernwood Free School for September 2012 will be administered by the Fernwood Free School, supported by the Barnfield Federation. It is intended that the Admission arrangements for 2012/2013 will be formally adopted by the Board of Directors of the Barnfield Academy Trust and that all applications for places will be considered in accordance with the arrangements set out below.

Normal Admission round applications for Barnfield Fernwood Free School for September 2013 onwards will be in accordance with the Central Bedfordshire Council co-ordinated admissions arrangements and will be made on the Common Application Form provided and administered by the Council.

#### Application Form

For admissions in 2012-13 there will be a separate Application Form to the Common Application Form provided by the Local Authority in which you live. The Fernwood Free School Application Form can be obtained from the school web site.

Applications for admission in September 2012 must be received by Fernwood Free School midnight on Tuesday 5<sup>th</sup> June 2012. Applications for admission for September 2013 and onwards will be administered in accordance with the Central Bedfordshire Council co-ordinated admissions arrangements.

In year applications, which are outside the normal admission round which name Fernwood Free School as a preference can be made on the Common Application Form or such other form provided by the Local Authority and this should be forwarded direct to Barnfield Federation Admissions Dept, c/o Fernwood Free School.

#### Late applications

Application forms received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances (i.e. if there is independent written evidence of exceptional medical, pastoral or compassionate grounds).

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a "late" application and will not be considered in the initial allocation of places.

#### Proof of Residence

All applicants will be required to provide proof of address/residence. Fernwood Free School regards a pupil's home address as where she or he spends the majority of the school week (Monday to Friday including nights) with his or her parents or legal guardian. The address of a child minder or family member who looks after the child before or after school cannot be used. The Governing Body reserves the right to seek verification from the Local Authority in which the home is situated.

#### In Year Fair Access Protocol

Priority may be given to the admission of challenging pupils in according with the In-Year Fair Access Protocol exercised by the Local Authority.

#### Combined Catchment Area

The Fernwood Free School will draw its students from within the combined catchment area covered by the attached Appendix 6 (the Combined Catchment Area). The Combined Catchment Area covers the specific wards and Post Codes associated with the Central Bedfordshire Authority wards listed, these being Woburn & Hartlington, Plantation, Toddington, Flitwick West, Ampthill, Marston and Cranfield; as well as 5 Post Codes and wards associated with the Milton Keynes Unitary Authority these being Middleton, Danes Borough, Walton Park, Bletchley & Fenny Stratford and Eaton Manor and the Great Brickhill ward which is part of the Buckinghamshire County Council Authority

The Fernwood Free School as part of the Barnfield Academies Trust will consider all applications for Nursery, Reception and Years 1-4, with applications to Years 5-6 being offered where available to back fill existing places. The Free School will for the 2012-2013 year honour its commitment to parents of existing Children at the School, such that Children currently on the Independent Fernwood School's admission roll from the Nursery year up to Year 3 who wish to transfer to the Fernwood Free School will be given priority for the 2012 admission year.

In total 51 of the available places have been reserved for children who are existing pupils of the Fernwood Independent School, who have expressed a wish to transfer to the new Fernwood Free School, leaving a remaining 91 places from Nursery to Year 5 which will be open to new applicants to apply for in accordance with the admission arrangements set out below. Admission numbers for the 2012/2013 admission year will be defined by Year Group as shown below over the page:

Year Group						
	Roll Over	New Entrance	Roll 2012/13	Roll Over	New Entrance	Roll 2013/14
Nursery	0	25	25		25	25
Reception	17	19	36	25	11	36
Year 1	7	11	18	36	0	36
Year 2	6	12	18	18	18	36
Year 3	7	11	18	18	18	36
Year 4	4	14	18	18	0	18
Year 5	10	8	18	18	0	18
Year 6				18	0	18
Total	51	91	151	151	72	223

Where fewer applications are received

Fernwood Free School will consider all applications for places where fewer than the published admission number apply, the Academy will offer places to all those who have applied.

Notwithstanding the above paragraph, Fernwood Free School may refuse admission to particular applicants in cases where fewer than the published admission number have applied. The ability to refuse applications applies to applicants who have been permanently excluded from two or more other schools and the ability to refuse admission runs for a period of two years from the date of the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose and this provision does not apply to children with Statements of Special Educational Needs (SEN); children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do so.

Over subscription criteria

Where numbers of applications exceed the published admission numbers, after the admission of pupils with an SEN naming Fernwood Free School, the following oversubscription criteria (in the order of priority given below) will be applied.

- a) Looked After Children (Children who are (a) in the care of local authorities or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22(1) of the Children Act

1989) or children who were looked after, but ceased to be so because they were adopted<sup>1</sup> or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>.

b) Children who have siblings currently at the Fernwood Free School and will continue to be on the admission roll at the point of admission. Siblings are defined as meaning two or more children who have at least one parent in common and/or who reside at the same house as one another. Where a child has been legally adopted, he or she will be regarded as the sibling of any other children of the same legal guardian on the admission roll at the point of admission.

c) Children of staff employed by the School who the Academy reasonably considers has been recruited to fill a post for which there is a demonstrable skill shortage and/or who have two or more years of service at the Academy.

d) Pupils living within the 'Combined Catchment area' as defined above and outlined within Appendix 6. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.

e) Pupils living outside the 'Combined Catchment area', on the basis of proximity to Fernwood Free School using a straight line measurement from the main entrance of Fernwood Free School to the applicants home address measured from a point at the address identified in the local Land and Property Gazetteer. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.

#### Method of Random Allocation

Where the numbers of applicants for oversubscription criteria c) d) and e) (above) exceeds the number of places available, offers will be determined by random allocation. Applications will be placed in rank order by random allocation, based upon the drawing of names from a list. The random allocation process is to be overseen and undertaken by an independent body.

#### Appointment of the Independent Panel

The Panel shall be made up of no fewer than two persons who shall be independent of Fernwood Free School. Independent shall be for the purpose of this panel

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<sup>1</sup> Adopted under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>2</sup> Section 8 of the Children Act 1989 defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>3</sup> Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

defined as anyone who has no linkage with the day to day operation of the school, it's board of Directors, or its existing student parent base. The panel shall direct and oversee the process of random allocation of student places and will formally verify that the process has been undertaken in a fair and unbiased way.

#### Offer of Places

Letters notifying applicants of the outcome of their application or transfer request will be sent by first-class post in accordance with the co-ordinated admissions arrangements.

Applicants to whom places are offered will be required to inform the Governing Body in writing of their decision whether to accept or reject the offer within 14 days of receipt of the offer.

If it has not been possible to offer an applicant a place and if the applicant has selected, as one of his or her three preferences in their application form, another Primary School/ Academy within the Barnfield Federation, the Barnfield Academy Trust will, where possible will seek to try to offer the applicant a place at this other Primary School (provided there are places available within the published the admission number for this other Primary School's admission arrangements).

#### Children with Statements of Special Educational Needs

Fernwood Free School will admit any child with a statement of SEN, where it is appropriately named, in the child's SEN as the appropriate School to meet the child's needs.

#### Appeal Procedure

Applicants who are unsuccessful in being offered a place at Fernwood Free School will be notified of their right to appeal to an Admission Appeals Panel. Parents can lodge an appeal by writing to the Admissions Clerk and setting out their grounds for appeal. Appeals will be heard within 40 School days of the deadline for lodging an appeal.

The Appeals Panel will be independent of Fernwood Free School and will exercise its discretion, balancing the degree of prejudice to Fernwood Free School against the appellant's case for the child being admitted, before arriving at a decision. Fernwood Free School as part of the Barnfield Federation may, if it considers it appropriate, enter into an agreement with the Local Authority or any other external organisation for it to recruit, train and appoint Appeal Panel members, and also arrange for the Appeals Panel process to be administered and clerked independently from Fernwood Free School.

#### Waiting List

In addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the waiting list. Parents who wish their child to be included on the waiting list must inform Fernwood Free School in writing by July. The order of placement on the waiting list will be determined in accordance with the over-subscription criteria set out above, not in the order in which applications are received or added to the list.

If vacancies occur, places will be offered from the waiting list using the priority over-

subscription criteria set out above with no account being taken of the length of time on the waiting list. The names on the waiting list will be held on the waiting lists for the whole of each Academic year.

#### Admission Consultation process

The Fernwood Free School will consult with the following bodies each year on its proposed admission criteria and admission arrangements:

- Central Bedfordshire, Milton Keynes and Buckinghamshire LA
- Any other admission authority for Primary or Secondary Schools located within the relevant area for consultation as agreed with Central Bedfordshire and Milton Keynes LAs
- Any other Governing body for primary or secondary Schools located within the relevant area for consultation
- Affected admissions authorities in neighbouring local authority areas

The Fernwood Free School will publish its admission arrangements each year and will circulate these to all appropriate stakeholders including parents as defined above.

#### Fernwood ICT Vision

The Fernwood Free School will be an innovative school at the heart of its local community, reflecting the dynamic nature of the region in the 21st century, and ICT will be fundamental to realising the overall vision. ICT will allow the Free School, working in association with its sister Barnfield Moorlands Primary Free School (Located in Luton) to pioneer innovative approaches to learning, teaching and management, which in turn will lead to the development of creative thinkers, problem solvers and enthusiastic learners who are well prepared for the experiences of life outside the school environment. This will be led by the specialisms in ICT and include curriculum subjects Maths, English, Sciences and Languages.

A robust framework for ICT support will be provided by the Barnfield Federation under a Service Level Agreement (SLA) to ensure the overall service operates efficiently and reliably. To support and enable the workforce to embed ICT effectively, tailored training and change management support will be provided, in tandem with a significant investment in ICT. We expect the ICT experience to be enriching, relevant and pervasive as it becomes part of the fabric of everyday Fernwood life. In recognition of the complexity and pace of change regarding ICT, we also expect to further develop and articulate the ICT Vision by consulting with a wider stakeholder group as the Fernwood Free School advances through the project and increases in scope together with an increase in pupil numbers. The ICT infrastructure will be flexible and will be able to meet the needs of the potential new build and the increase in student numbers to 252 on roll.

#### ICT for Learning

An overview of the current Fernwood ICT has indicated that the provision of both

hardware and software is limited and very old which will restrict the current ICT vision for both pupils and staff. Having said that wherever possible, existing personal computers and software will be utilised to reduce costs however this will not undermine our objective that The Fernwood Free school will be a fully inclusive learning organisation where each individual student and member of staff will use ICT to enhance their own learning and teaching experience with the application of ICT to create a virtual learning environment which will underpin the transformation of the learning process, by providing a variety of opportunities for individual personalised learning pathways to develop.

The virtual learning environment will provide pupils, teachers and parents access to dynamic, interactive and differentiated digital learning resources to provide the stimulus to engage with the learning activity at a pace and level suited to individual needs and ability, allow access to schemes of work that enable students to plan and think ahead and see progression and the connectedness in their learning and provide collaborative tools to allow students to engage with their peers and mentors to support one another in their learning, including the setting of personal learning targets, recordings of verbal and visual evidence attached to those targets and suggested modifications as events progress. It is envisaged that the Virtual learning platform will also integrate with other systems and systems within Fernwood Free School and the federation.

The use of ICT will enhance their self- esteem and motivation by allowing them to use visual, auditory and kinaesthetic expression and communication as their preferred medium, whilst also helping to improve their core functional skills of numeracy and literacy. Integral to the philosophy of personalisation, ICT will be used to create a fully inclusive environment that supports student's potential and to make a positive contribution to local and global citizenship and, with ICT further enabling them to look deeper into issues, to empathise and understand the rich diversity of the cultural context within which they operate. ICT will provide the students with the ability to work in a range of environments enabling them to do enhance their life skills and project based learning.

#### ICT for Teaching

To enable teachers to use ICT effectively to transform teaching and learning at the Fernwood Free School, tailored training and change management support will be provided, both during the critical transition period as well on-going in to the future. ICT will help to capture and analyse CPD and training needs and to subsequently provide records of achievement. This again will be provided by Barnfield Federation under an ICT SLA. ICT will allow teachers to capture specific elements of a learning activity in picture, audio and video formats that can be embedded in the Learning Platform for review and analysis at a later date, by both pupils and colleagues, for revision, training or CPD purposes.

ICT will provide teachers with the communication and collaboration tools they need to share their collective expertise and experiences and spread the preparation workload. The use of the virtual learning environment will allow them to adapt and modify digital resources previously prepared, by themselves or by colleagues, either locally or internationally, within copyright laws. Teachers and coaches will therefore be empowered to work as reflective practitioners, exploiting ICT to review the



effectiveness of different pedagogies and learning relationships by enabling them to record, track, and access and analyse the performance of their students.

Consequently, ICT will play a key role in creating synergy and collegiality amongst staff, as they all work to the common goal of supporting student learning and continuing to drive standards. Access to web-based internal information, such as whole school events, policies and procedures will also help staff to make effective and efficient use of their time. Furthermore, ICT will provide the platform to make personal tutoring sessions more formative, focussed and effective. By presenting the student and teacher with an integrated 'flight deck' of information, including recent work in their 'e-portfolio' and assessment data, as well as records of behaviour and attendance, ICT will enable them to pinpoint more personal and relevant targets for future development and monitor progress against them. ICT will bring coherence and efficiency to the continuous process of informing and communicating with parents. By consolidating and presenting all the on-going data that is captured by, or about, the student and their learning, the virtual learning environment will allow parent consultation meetings to be better communicated, more interactive and well informed. ICT will also support the celebration and reward of achievement. It will allow teachers to capture, in real time, examples of student performance, achievement and behaviour and disseminate it to a wider audience in a variety of different formats.

Similarly, ICT will also be used to disseminate information on Personal, Social and Health education related topics, and will contribute to the five outcomes of Every Child Matters. This will include as providing more personalised and targeted access to accurate, clear and credible advice and support via the virtual Learning environment.

In order to provide maximum flexibility for teachers, the ICT solutions will be accessible both within the school as well as remotely and on any preferred device, facilitated by a browser interface and a 'virtual desktop' for ease of access.

## Section E: Evidence of demand and marketing – part 1

Please complete the table, using the information below to assist you.

If your school is new provision:

- In **column A** please provide the proposed number of places in each year group.
- In **column B** please provide the number of children of the relevant ages whose parents have indicated that they will choose the proposed school as their first choice.
- Leave **column C** blank.
- In **column D** please express the demand (column B) as a percentage of the places available (column A). i.e.  $D = (B/A) \times 100$ .

If your school is an existing independent school applying to become a Free School:

- In **column A** please provide the proposed number of places in each year group.
- In **column B** please provide the number of children already on roll at your school.
- In **column C** please provide the number of children of the relevant ages, who are not currently on roll but whose parents have indicated that they will choose the proposed school as their first choice.
- In **column D** please express the total demand (column B + column C) as a percentage of the places available (column A). i.e  $D = ((B+C)/A) \times 100$ .

	2012				2013			
	A	B	C	D	A	B	C	D
<b>Nursery</b>	25	0	42	168%	25	0	12	48%
<b>Reception</b>	36	17	10	75%	36	25	8	105%
<b>Year 1</b>	18	7	25	177%	36	27		75%
<b>Year 2</b>	18	6	18	133%	36	18		50%
<b>Year 3</b>	18	7	22	161%	36	18		50%
<b>Year 4</b>	18	4	12	89%	18	18		100%
<b>Year 5</b>	18	10	13	128%	18	16		89%
<b>Year 6</b>					18	18	8	144%
<b>Year 7</b>								
<b>Year 8</b>								
<b>Year 9</b>								
<b>Year 10</b>								
<b>Year 11</b>								
<b>Year 12</b>								
<b>Totals</b>	151	51	142	128%	223	140	28	75%

## Section E: Evidence of demand and marketing – part 2

Please refer to pages 21-23 of the 'How to Apply' guidance for what should be included in this section.

The Free School proposal is being promoted by both the Senior Leadership Team of the existing school and Barnfield Federation, who are passionate about the educational model and the wider future access it would facilitate should the proposal to convert to a Free school be accepted. The marketing activity is being led by the current Head Teacher and supported by management of the Barnfield Federation. The School will aim to improve the current and future lives of local children and families and be amongst the highest performing school nationally and within the Central Bedfordshire, Milton Keynes Region

### National Context

A key feature of the school is the commitment to small class sizes within a primary school model, this theme reflects the national demand for small class size provision; and is further reflected in current government's aspiration as articulated by the Prime Minister David Cameron and Education Secretary Michael Gove.

### Barnfield Federal Links

The proposed link with the Barnfield Federation provides a unique opportunity, where by the School can partner with the regions other Barnfield Primary Free School in Luton (outside the range of Fernwood's Catchment area); as well as developing close links with the wider Barnfield family of Primary, Secondary and Specialist Schools. It is an aspiration of the Barnfield Federation to establish a Secondary School within a commutable distance to the Fernwood Free School, so providing a further unique all through educational model.

### Community based Education

Fernwood sees itself as a key part of its community, working over an extended period with a range of local groups to support and develop the Apsley Heath area. The proposed Fernwood Free School will be joining a federation which already boasts some of the most dynamic and innovative community engagement activities, pulling together the Further and Higher educational side of the Federation to enable each site to provide a truly community based educational model.

The Free School will work with the Federal team to promote and market both the facilities and a range of Adult educational programmes, enabling a range of local community groups to have a base close to their homes; as well as offering and parents and the wider community to access a range of local Adult Educational provision, provided by the Barnfield FE College and

hitherto only available if the individuals travel into one of the main local large Towns.

Based upon feedback from our existing schools, we know that children engage better and will work hard when they enjoy the learning process, this is further enhanced when parents feel there is a clear educational pathway for their children, something the all through Barnfield offer aims to provide. Often resulting in children attending the Barnfield Academies ultimately attending college or university, more than often being the first member of the family to do so.

#### Past Pupil Alumni

Parents are a key part of the school community, not just in the support of the development of their Children education and achievement, but also in the development and work of the school within its wider community. The school has an active past pupil Alumni, whose members regularly attend and support the School functions, raising funds for the school and other good causes. Fernwood Free School sees itself as being at the heart of it's community, with a history of providing educational and community based provision.

#### Expression of Interest in the School

The Free School Project team, led by the Head Teacher have distributed over 800 leaflets to:

- Existing parents
- Friends of Fernwood school
- Interested parents
- Local community groups
- Door to Door distribution within the local area
- Range of other stakeholders, including the Local Authorities

As well as drafting a range of promotional materials and articles which have been placed in the three local papers covering Milton Keynes, Leighton Buzzard and the surrounding areas with a combined circulation of over 76,000.

The marketing materials produced have explained the Free School proposal, outlining the reasons why we feel the Fernwood Independent School should become a Free School, and developed how the conversion process will benefits the local and wider community. The marketing materials produced have focused on the Reception and above Year Groups, as the Nursery provision is already oversubscribed.

The leaflets, press articles and editorials have invited all interested stakeholders to express their interest in the proposal via a variety of mediums, namely

- Hand feedback into the School
- Email feedback to a dedicated email address
- Sent feedback to the Free School team at the address advertised.

- Or to call the Free School 'contact line' based at the existing school

The promotional materials have generated considerable interest within the local community, with a significant proportion of potential parents also hearing by word of mouth from neighbours of the school or past/current parent who have recommended the school.

To date the school has received over 170 written or emailed expressions of interest from prospective parents, for places at the school starting in either September 2012, or September 2013 and onwards, as well as more detailed letters of endorsements from existing parents.

To date of the 170 responses received by the Free School Team most are within a 5 mile radius covering the post codes MK17, MK 1, MK2, MK3 and MK4; with further information being produced and circulated within the local newspapers covering LU5, LU6 and LU7 post codes which has yet to be received.

#### The spread of the new parent's interest

Year Group	Year of request for admissions		Total Responses
	2012-13	2013-14	
Nursery	42	12	54
Reception Year	10	8	18
Year 1	25		25
Year 2	18		16
Year 3	22		22
Year 4	12		10
Year 5	13		13
Year 6	---	8	8
Sub Total	142	28	170

#### Planned Admission Numbers:

Year Group	2012-13			2013-14		
	Roll Over	New Entrance	Roll 2012/13	Roll Over	New Entrance	Roll 2013/14
Nursery	0	25	25		25	25
Reception	17	19	36	25	11	36
Year 1	7	11	18	36	0	36
Year 2	6	12	18	18	18	36

Year 3	7	11	18	18	18	36
Year 4	4	14	18	18	0	18
Year 5	10	8	18	18	0	18
Year 6				18	0	18
Total	51	100	151	151	72	223

All parents of Children at the school have confirmed that they wish to transfer to the Free School, resulting in all 51 planned priority places are expected to be taken up.

Year Group	PAN 2012				PAN 2013			
	Roll Over	Enq	Total No	%	Expected Roll Over	Enq	Total No	%
Nursery	0	42	42	168%		12	12	48%
Reception	17	10	27	75%	25	8	33	105%
Year 1	7	25	32	177%	27		25	75%
Year 2	6	18	24	133%	18		18	50%
Year 3	7	22	29	161%	18		18	50%
Year 4	4	12	16	89%	18		18	100%
Year 5	10	13	23	128%	16		14	89%
Year 6		---			18	8	26	144%
Total	51	142	193	128%	140	28	152	75%

Based upon data received 4<sup>th</sup> February 2012, and taking into account the planned rollover numbers from the original school who will have priority access to the Free School in the first year of operation for the admissions round in Sept 2012 the school as a whole would be 128% oversubscribed. The only Year Groups not oversubscribed are Reception and Year 4, whilst it is unlikely from our Moorlands Free School experience that Year 4 will be filled, the additional places for the Reception Year will be recruited during the course of the year.

Based upon the rationale drawn from the Federations other Primary Free and other Converter Primary/Lower schools which have a linked Nursery, around 95-100% of the Nursery Children progress to the Reception Year, this would indicate that by the end of the first year the second year Reception class and the new year 6 will both be oversubscribed.

#### Consultation model

During the Consultation process the following advert and questionnaire have been used and sent to parents and the community which detailed the questions below:

#### Example of the Fernwood Free Advert:

██████████

#### Example of the Questionnaire used by the School

If your child is due to start school in September 2012/2013 please:

- sign the form attached to this brochure;
- click the link below and follow the instructions to give your support to our proposal

██████████.

Alternatively, if you are interested in supporting our school in any other way, you can email

██████████

Please answer the following questions:

Would you be interested in sending your child to this new local school?

Would you select The Fernwood Free School as one of your preferences? Yes/No

In which year would your child need a reception place?

2012 2013 2014 Other

Please provide your contact details

Please add any comments and ideas

In gathering these responses we made sure that we engaged with parents from a whole range of backgrounds. We were able to engage with those from more deprived or disadvantaged backgrounds through the children's centres, delivering brochures house to house in the MK17 and surrounding areas which are the nominal catchment area.

Assuming the Free School application is successful, the school working with the Federations Marketing Dept would continue to use a range of local data sources to ensure that the Free School engages with as wider a cross section of the community as possible.

#### Activities used to raise awareness

We have listed below the range of activities that we have undertaken and will continue to undertake marketing activity to raise awareness of the

Barnfield Fernwood Free School and to engage a wide range of parents and other stakeholders:

- Production of a consultation brochure setting out the vision and curriculum for the proposed Fernwood Free School
- Public meeting describing our vision for the school and offering both prospective parents and the wider community an opportunity to question the leadership team
- Fun 'Open Day' offering both parents and children an opportunity to experience the unique Fernwood Free School offer;
- Generation of a range of articles in the local newspapers and magazines
- Creation of a Facebook page for the Free School, enabling easy access to feedback ideas and comments
- Further delivery of brochures to local children's centres and other early years settings within the Combined Catchment Area
- Undertake a range of targeted door to door delivery of brochures in the Combined Catchment Area, with a focus on those communities hitherto unable to access the Independent school model.



Access for students from Deprived Area

The new Fernwood Free School is committed to expanding the access to the unique blend of education that it offers, to that end the Admissions Combined Catchment Area has been designed to ensure that it covers some of the most deprived area of the sub region, as ranked by the IMD. The data shown below shows that the Milton Keynes wards of Eaton Manor and Bletchley wards contain some of the 20% most deprived areas within the UK.



The area marked on the maps below represent the areas within the Milton Keynes which are contained the highest areas of deprivation, both in terms of general and educational terms (see areas marked in red). The area marked by the blue ellipse is the area covered within the Combined Catchment Area and from which pupils will therefore be given priority of access to the proposed Fernwood Free School.

Maps of the General and Educational Deprivation Index for Milton Keynes

General Deprivation Index for Milton Keynes



Educational Deprivation Index for Milton Keynes





## Section F: Capacity and capability

Please refer to pages 24-27 of the 'How to Apply' guidance for what should be included in this section.

Fernwood Independent Preparatory school are proposing to convert to Free School status as an Academy which is a Full member of the Barnfield Federation. As a full member, the Academy will be operated as part of the Barnfield Academy Trust, which is a Multi Academy Trust model controlled and overseen by the Barnfield Education Partnership Trust at member and governor level.

Barnfield is a Beacon college, graded outstanding by Ofsted, an Investor in People (IIP) Gold Champion and the WorldSkills leader for the Eastern region. In September 2007, Barnfield broke new ground by becoming the first Further Education College in the country to sponsor two significantly underperforming secondary schools, create academies and form a Federation. Since this point, GCSE results have more than tripled in both academies and from a position of special measures they are now judged as 'outstanding' and 'good' by Ofsted. These are the highest grades achieved in the history of these schools. Over the last four years the Federation has grown in size and maturity. The Federation is now led by the Barnfield Education Partnership Trust – members of the Federation include Barnfield College (16+ upwards), Barnfield South and West Academies (11-18 years), Moorlands Primary Free school (4-11 years), with four additional schools Mill Vale Middle School, St George's Lower School, Brewers Hill Middle School and Putteridge High School which have received their Academy orders and are moving to Primary and Secondary models respectively, in 2010 Federation set-up and sponsored the country's first Studio School (14-18 years Enterprise Academy).

Membership of the Federation will enable the Academy to access the Federation's unique shared services proposition, offering significant savings generated by its commercial leverage; as well as savings through the alignment of systems and processes across the Federation. In addition to the shared service benefits, the new Academy will also have access to the Federation's senior management support network, enabling the School to access a range of staffing expertise, within both Primary and Secondary educational teams. The support and infrastructure provided by the Federation will ensure that not only will all aspects of teaching and learning within the curriculum be delivered to the needs of the children and school, but also that the school will be stretched and supported enabling it to fully meet its potential.

### Barnfield Academy Trust

Barnfield Academy Trust operates as a Multi Academy Trust vehicle, which has been approved by the DfE as the agreed vehicle for all Academies to be managed as part of the wider Sponsor Barnfield Education Partnership Trust model. This model has already been approved in principal by the DfE as an appropriate model for Free Schools, with the Barnfield Moorlands Primary Free School converting to the BAT model at the end of the Academic Year.

Upon set-up the proposed Fernwood Free School would become a constituent member of the Barnfield Academies Trust (BAT). The BAT has its own approved Board of Directors made up of Chairman and 7 Directors appointed by the Sponsor BEPT, 2 Academy Principals who act as directors of a group of locally based School Cluster Academies and 2 Parents drawn from within the wider BAT membership. Each School, including the proposed Fernwood Free School will have their own Academy Advisory Board, this is a non legal body, whose Chair will be drawn from one of the BAT Directors and will have a cross section of local members made up of the Free School Principal and Deputy, local parents, other local stakeholders and members of the wider Federation. The role of this group will be to support the Principal and SLT in the development and delivery of the school vision.

The Principal / Head Teacher will also be a member of the Federal Strategic Group, which is a body that pulls together all BAT Academy Principals / Head Teachers into a single forum, where the group works with the key BAT Directors on defining and developing the strategic vision and operation for the Barnfield Federation.



### General Staffing

As a Converting Independent school, the Barnfield Fernwood Free School will draw the core of its staffing based from the existing Fernwood Independent School staff. The proposal is that the existing Principal of the Fernwood Independent School will become the Interim Principal of the proposed Fernwood Free School, with a view over 24-36 months to stepping back and appointing a new longer term successor.

The School staffing structure will be made up of the following posts, which will be a blend of existing posts TUPE across from the Fernwood Independent School and new appointee's enabling the new Free School to achieve its phased expansion targets:

### Current Staffing model for Year 1

<b>Area</b>	<b>Role / Teaching area</b>	<b>Action</b>
<b>SLT</b>	Principal	1x Existing staff member
	Deputy Principal	1x Existing staff member
<b>Teaching staff</b>		
Nursery	Nursery x1 class	1x Existing staff member
Reception	Reception x2 classes	1x Existing Staff member
		1x Recruit via Barnfield
Year 1	Year 1 x1 class	1x To be appointed
Year 2	Year 2 x1 class	1x To be appointed
Year 3	Year 3 x1 class	1x Existing Staff member
Year 4	Year 4 x1 class	1x To be appointed
Year 5	Year 5 x1 class	1x To be appointed
<b>Support staff</b>		
Catering staff	2 Staff	2x Existing Staff member
Admin staff	1 Staff	1x Existing Staff member
Site Maintenance	1 Staff member	1x To be seconded from Barnfield
Extended Learning team	2 Staff member	2x Existing Staff member
Play Ground Supervisors	3 Staff members	3x Existing Staff member
Teaching Assistants	4 Staff members	3x Existing Staff member

Should the School receive the go ahead, a total of 15 staff, including the Senior Post Holders would be transferred under TUPE to the new Fernwood Free School, part of the Barnfield Academies Trust; with a further: 4 new FT Teaching posts being created.

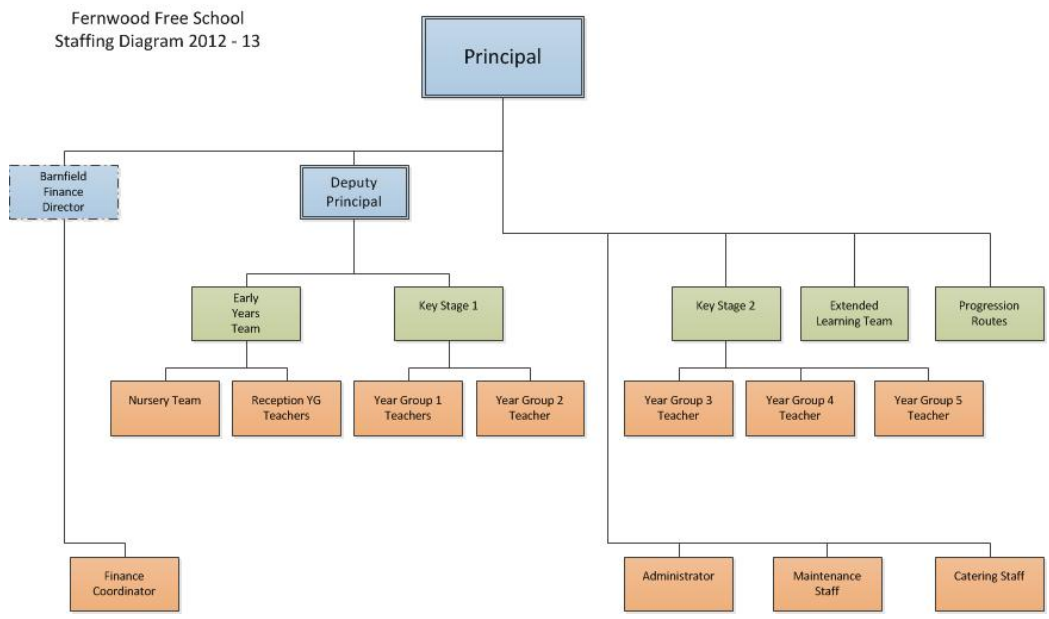
A further 8 staff (4 teaching and 2 Learning support and 2 general support) posts will need to be recruited during 2013 for the 2013-14 provision, with a VP Teaching and Learning joining at the end of 2013, shown as 2014 in the budget as all years are 12 months behind.

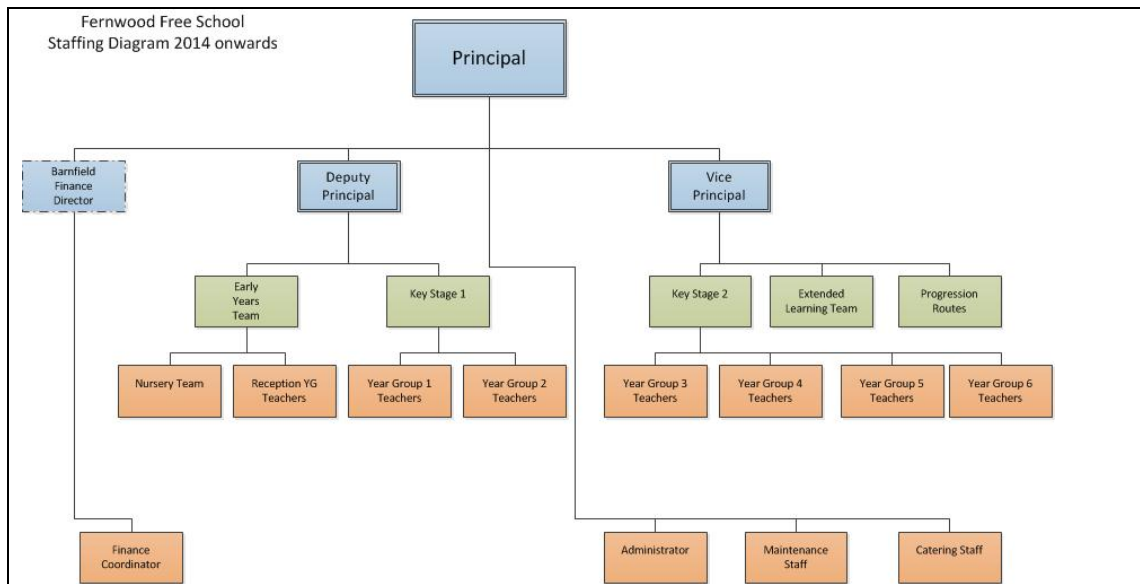
**Staff Recruitment**

Should the Fernwood Free School proceed, all HR recruitment will be provided under SLA from the central Barnfield Federal Academies HR Team. The recruitment model will draw upon both the existing Fernwood and Barnfield teaching network of part time and temporary staff; as well as where appropriate accessing existing Federation teaching staff to support the school during the interim recruitment process.

**Management Model**

The School will continue to operate a flat management structure, with a high degree of delegation of day to day teaching practice responsibility to the Key Stage coordinators. Operational control of the early Years and Key Stage 1 will be the responsibility of Deputy Principal, with the Principal overseeing Key Stage 2 and Extended Learning until the Vice principal is appointed in year 2/3. Each staff member will have a regular monthly review with their Key Stage Leader, as well as a Quarterly review with either the Principal or Deputy Principle. All staff will receive an annual appraisal of their performance, at which the parties will review the past year, jointly plan the coming year's objectives and assessment of any areas of current or future training and support. The Free School management team will draw upon the wider federal HR, Finance and Marketing support; as well as on-going senior management and Peer to Peer group support from the wider Senior Leadership team of the Federation.





### Role of the Principal ( [REDACTED] )

The purpose of the role will be to provide outstanding leadership to take forward the vision and values of the Barnfield Federation, ensuring that excellence and high standards are attained across all areas of the Academy, and providing a safe, healthy and inclusive learning environment.

The role will work with the Directors of the Barnfield Academy Trust, the members of the Advisory Board, the Staff, the DfE and wider stakeholders to develop and implementing the wider direction and strategy for the School. The Principal will be overall accountable the schools ability to achieve its targets, the standards of teaching and learning, student behaviour, and by supporting staff in the implementation of the school policies. The Principal will oversee and keep records of all reported serious incidents of misbehaviour.

The Principal will have the responsibility for overseeing and implementing any fixed-term suspensions to individual children for serious acts of misbehaviour, or for repeated or very serious acts of anti-social behaviour, the Principal may permanently exclude a child. The Principal, in conjunction with the senior management team, will be responsible for ensuring that the school complies with all regulatory requirements. The Principal will report directly to the Chairman of the Barnfield Academies Trust and will be guided and supported by the wider Board of Directors and Advisory Board.

The Barnfield federation has agreed a template for the Job description of Primary Free Schools which is attached to this submission, the key roles of which are to:

### Key Duties and Responsibilities of the Principal

#### Leadership & Strategic Direction

- Produce a strategic and operational plan for the academy
- Secure outstanding status in its first Ofsted inspection as a Free school



Standards	<ul style="list-style-type: none"> <li>• Provide strategic leadership that ensures teaching, learning and student performance and achievements are outstanding</li> <li>• Collaborate with other Barnfield Academies to meet the shared objectives in the Federal plan</li> <li>• Ensuring the Academy is financially secure</li> <li>• Develop and implement a broad and relevant curriculum which meets statutory requirements, offers both quality and value for money, maintains the core principles of the Free School, embraces innovative approaches to teaching and learning, and is at the forefront of best practice</li> <li>• Initiate and embed data monitoring systems to check student progress, raise standards and ensure a continuous and consistent academy-wide focus on student achievement</li> <li>• Create and implement a parental and other key stakeholder policy</li> <li>• Set annual enrolment, attendance, retention and achievement targets to be approved by the Academy Trust</li> <li>• Ensure pastoral care, student welfare, behaviour and anti-bullying procedures are in place and adhered to</li> </ul>
Leading people	<ul style="list-style-type: none"> <li>• With the Chairman ensure the academy employs the highest quality staff</li> <li>• Create, maintain and enhance working relationships with staff, including consultation with professional associations, as appropriate</li> <li>• Manage the effective deployment and performance and professional development of all staff</li> <li>• Develop the leadership skills of staff at all levels</li> <li>• Promote the Free School and the wider Barnfield Federation ethos, values and aims'</li> </ul>
Managing the organisation	<ul style="list-style-type: none"> <li>• Be responsible for the internal organisation, management and control of the Free School</li> <li>• Advise the Board of Directors and the Academy Advisory Board on the annual priorities and formulation of the budget to</li> </ul>

Accountability

ensure that the academy achieves its objectives

- Plan, manage and monitor the curriculum and all policies, procedures and initiatives within the agreed budget, setting priorities for expenditure, allocating funds/resources and securing effective administration and control
- Working with the Federal Finance team, ensure the regular monitoring of the budget and the oversight of the use of resources at all levels in the academy
- Manage and organise accommodation efficiently and effectively to ensure it meets the needs of the curriculum, extended use, health and safety requirements and promotes a positive learning environment for all
- Monitor and evaluate the overall provision and use of resources to both secure value for money and secure opportunities to maximise resources for the academy and its community
- Report regularly on the performance of the academy directly to the Chairman/Chief Executive or delegated equivalent
- Develop an organisation in which staff recognise they are responsible for the success of the academy and individual accountabilities are clearly defined, understood, agreed and acted upon
- Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives, where relevant
- Working with the Federal Team to develop the Free School as an asset for the local community, enabling local residents and stakeholders to benefit from the facilities for education, training, health, fitness and recreation purposes
- Work closely with other Barnfield Federation members, partner schools and academies locally, nationally and internationally to ensure the development of a best practise model



### Role of the Deputy Principal

The role of the Deputy Principal will be to support the Principal in the delivery and achievement of the Schools agreed objectives and targets. The Deputy Principal has specific responsibilities to oversee the student recruitment and admissions process, the buildings and operations, School HR matters, wider marketing and stakeholder engagement; as well as supporting the VP Education (when appointed in Year 3) in the delivery and oversight of the day to day curriculum and delivery model.



### Wider Capacity and Capability as judged by OFSTED

The existing Fernwood School underwent an OFSTED Independent School Inspection in March 2010, the evaluation of which found that the school provision provides 'a Good quality of Education and meets its aims and objectives successfully', with 'provision and outcomes for children in Early Years Foundation stages being good'. Parent feedback was considered good, with one parent stating that 'every child should have a Fernwood'.

The evaluation went on to confirm that pupils make good progress in learning because the teaching is Good, with the management of behaviour, spiritual, moral, social and cultural development being graded as Outstanding.

In June 2011 the Nursery provision was also subject to OFSTED Inspection, with the overall summary of the quality of provision graded as Good.

### Development of the Free School Proposal

The Senior Leadership Team of the Independent Fernwood School, together with the Sponsor Barnfield Education Trust have set-up a Project Steering Group, which is supported and operated by the Federation's Barnfield Educational Services company, which provides Project Management and Operational support in the set-up and conversion process of school joining the Federation. The Project Steering Group will be the central team during the creation of the application and the work-up of the final operational plan.

Assuming the Free School application is approved; the Steering Group will then provide operational oversight and Project management of the process through to full opening of the school. When the school has been established as part of the Barnfield Academies Trust (BAT) the school will then adopt the Advisory Board and Committee structure that is already in place for the existing Multi Academy Trust members.

The steering group will lead and undertake the work required successfully to open the new school in 7 areas:

- Detailed planning of the operation of the school and delivery of high quality education from the day of opening, including formulation of key policies and detailed plans for delivery of the curriculum;
- Recruitment of staff, and agreement of personnel processes and policies surrounding that, including remuneration;
- Set-up of agreed Federal Admission arrangements, which will be in operation from 2012 onwards;
- Financial planning for operation of the school, and financial management of pre-opening phase
- Overseeing the provision of a school site and building, and the legal agreements surrounding this;
- Promotion and marketing of the school to prospective parents, building

on work undertaken to date;

- Recruitment of governors, progressively to bring the governing body to full strength
- The membership of the steering group is as set out below, followed by a summary of who will lead on delivering each of them, and why they are qualified and able to do so.

#### Project Steering Group membership

The PSG will be chaired by the [REDACTED]

The PSG will also draw upon key Federal Support personal including:

- Academies Finance Director who will provide oversight and leadership in the set-up of appropriate Financial controls both for the pre-opening and the wider Academy set-up
- Academies Project Manager who is experienced in Academies Capital and Facilities Project Management, and will provide a single point of contact for the procurement of the site; as well as any initial building works
- Federal ICT Director who oversees the deployment and operation of all ICT Infrastructure, Capital, systems and refresh models
- [REDACTED], who act on behalf of the federation providing all legal services relating to Academy set-up, Land & Title, TUPE and transfer issues
- [REDACTED] who provide PAYE, Transactional, Recruitment and strategic HR support and will work with the school in the longer term
- Federal Primary Quality assessment, based around one of the Primary Heads who is also an OFSTED Primary Inspector, the team will support and work with the local SLT team to develop appropriate Teaching and Learning strategies to ensure the new Academy can meet its objectives
- Assistant Principal Federal Partnership, who chairs the federal Principals group and pulls together the longer term strategy and partnership working within the Federation

The PSG will assisted and support the School SLT in relation to procurement of building-related services and other operational requirements, including ICT provision.

#### Federal Shared Services

##### Academy Financial planning and management

As part of the Barnfield Academy Trust the Academies accounts will be managed and overseen by the Academies Finance Team. Each Principal will be required to work with the Academies Finance Director to develop and

manage the school accounts, with regular monthly report provided to the main BAT Board of Directors and local Advisory Board.

#### Federal HR Support

The new Fernwood Free School will as part of its set-up process become a member of the Barnfield Federation, enabling it to access both the Federations shared services HR model, as well as access a range of pre-established and OFSTED approved operating processes and procedures, many of which are regarded as best practice models within the sector.

The Barnfield Federation operates a robust range of HR procedures, which together its innovative approach and high standards to Leadership and Management have enabled the Federation to become the UK's first organisation to attain the highly regarded Investors in People 'Gold Standard' Champion status. The Fernwood Free School recruitment and selection will be supported by the Barnfield Federation HR team and will reflect the standard federation model. The model will include the development of robust Job Descriptions and Person Specifications for all posts, a common advertising and application process, a transparent and fair short listing & Interview process and a vigorous pre-employment process to ensure all candidates fully comply with the School and federation Safeguarding obligations.

In accordance with the new safeguarding regulations, the school supported by the Federal HR team will keep a single central register of all those able and eligible to work within the school environment, this register will be managed in association with the data held for ICT, PAYE and Contractors database.

As a significant number of staff are already employed by the existing Independent Fernwood School; upon both formal notification from DfE of the Free School Approval and the set-up of the new Fernwood Free School, as part of the Barnfield Multi Academy Trust, the Barnfield HR team will work with and support the Schools Senior Post Holders to undertake the formal transfer of staff from the existing employer to the Barnfield Education Trust. At the same time the Federation HR team will work with the School Senior Post Holders to establish the new Terms and Conditions for the new staff joining the Trust.

#### Facilities Management

The Federation provides a 24/7 support model for the support of Facilities and Capital Contract management, with the Federal FM team providing on-site support, advise on building operation and control, the development of Capital projects, procurement services either through the federations on model or via the Partnership for School / OJEU pathways.

#### Existing School Site and Buildings

The School has a current capacity and is registered for 241 pupils and the current numbers on role are 51 children. The School is proposing to have up to 151 pupils by September 2012 with a further two reception classes by 2013

making a total of 223 children on role, including those within the Nursery.

In the initial 2-3 years of operation the school would not require any additional space to be created, however there would be a need to refurbish in some of the classrooms and to build some additional toilets for the older children.

There is also a requirement to purchase additional Teaching and Learning equipment, together with new equipment for years 5 and 6 such as larger desks and chairs for the older children. This has been costed into the budget and shown within the Start-up Grant request.

As noted in the premises section, the schools ICT facilities are very limited and require significant investment, with an initial estimate of £ 191,000 being required over a 5 year phased period. Details of this breakdown and the full review can be found in the Premises section of this submission.

Other areas of potential Capital expenditure which will be needed within two years of opening will be the building of an external Lift to enable more of the building to become DDA compliant and the construction a second floor onto the existing single storey extensions that are currently on the existing buildings which already have appropriate and sufficient footings foundations for such an extension.

#### Promotion and marketing of the school to prospective parents

The Academy will be closely supported by the central Marketing and promotions team, who will provide the School SLT with advice on developing the best Marketing strategies, provide operational staff to implement the strategy, including the printing of materials, the placement of adverts, the oversight of PR and where needed both the production of online e-materials and the support for local events and open days.

#### School Admissions Model

The Federation operates a central Federal Admission model, providing both a coordination point for admission arrangements with Local Authorities; as well as a central team to administer In Year admissions and application Appeals.

## Section G: Initial costs and financial viability

Please refer to pages 28-32 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.

The Fernwood Free School application is a proposition being developed jointly by the Barnfield Federation and the owners of the existing Independent Fernwood Preparatory school. When approved the new Free school will be Sponsored by the Barnfield Education Partnership Trust, with the school becoming a Free School as part of the Barnfield Academies Trust, the Federation's DfE approved Multi Academy Trust vehicle. As part of the Barnfield Federation the school will operate as a full member of the Barnfield Federation, with the Federation providing a range of value for money services and educational support.

The proposal has been drawn up by Federation's Barnfield Educational Services unit, and draws heavily upon the Federation's experience of converting and running a highly successful and oversubscribed existing Primary Free School (Barnfield Moorlands Free School, Luton).

### The Core assumptions for the financial plan are that:

- The school will continue to operate on the existing Aspley Heath, the site is owned by a third party trust, which has agreed to enter into a long term lease (125 years) for the site, enabling the school to remain on it's existing site.
- The school would ideally wish to convert for September 2012, however should not be possible, the School would propose to convert in January 2013, with its main intake in Sept 2013. The model proposed draws upon the experience the Federation has already put in place with the opening of the Barnfield Moorlands Primary Free School in September 2011. Where the budget columns show 2013, please note this refers to Sept 2012.
- For the purposes of the Free School proposal, and following guidance provided within the preparation pack, no budget value for rental has been assumed for the duration of the period, as any rental value, together with the Insurance and Rates would be paid in addition to the General Allocation of Grant funds and therefore make no material difference to the viability model submitted.
- Following the successful set-up of the Free School, it is proposed that the existing school continue to operate a Nursery provision which will continue to operate from the same site, funded by parental fees and local government grant income. However it is the aspiration of the School for this to switch to a



State funded model, bring it in line with other Barnfield Sponsored Academies.

- The current Independent school has had a long and successful period of operation, providing OFSTED accredited private education for over a 40 year period; however with the recent downturn in the economy and the need to put in place a robust succession plan the schools owner and Head Teacher feel this is a unique opportunity to review the model for the school and enable a much broader base of the community to access this successful and popular provision.
- The existing Fernwood Independent School has a capacity of 241 places and has operated as blended Primary/Lower school model. The Schools existing building layout has a capacity to offer 25 Nursery places, together with two form entry for Year Groups Reception to Year 4, with a further single Year Group for Years 5 & 6. Historically this has worked well, with around 50% of the existing parents choosing to move their children to the Harper Trust Middle School at Year 5.
- The new Free School will continue to operate the model of small class sizes, with a maximum group size of 18 for Reception and upwards.
- The budget has assumed a further growth to a maximum capacity of 252 Reception to Year 6 students, plus 25 Nursery students, for this to be achieved the school will require some additional capital investment to build an additional floor (Two classrooms) above the existing ground floor extension. The extension having being originally designed and built with appropriate foundations to enable this to occur.
- The existing Fernwood Independent School has a roll of 51 Students, 100% the parents of these pupils have expressed a preference that their child transfers to the new Free School
- The school has currently received over 170 Expressions of Interest, which would equate to an over subscription of 128% in Year 1, thereby enabling the school to meet its Year 1 target of 100 starts for Sept 2012 and a further 72 starts for Sept 2012 (see Evidence of demand section for the further details).
- It should be noted that the School wage costs are around 10-12% below the nationally maintained school rates, with middle management scale offered with lower differentiation to national rates. Whilst this is the case it should also be noted that the school has been operating on this model for the last 20 years, it has a very low staff turnover of around 3-5% which is well below the national average. The key to this low staff cost is the small teaching group sizes which mean there is less pressure on both teaching and management staff, providing a much better working lower stressed environment. At this

stage we do not see an issue, in fact we are looking at the Barnfield model to see what we can learn about the Lower Stress Model, as it relates to staff wage levels and lower staff absence.

- The forecast has built in an assumed eligibility for Free School meals of circa 10%, whilst this is the average for schools within the locality.
- Number for 'School Action Plus' have been assumed to be around the 15 mark, this may however rise as the school undertakes its planned expansion.
- All budget expenditure items have an assumed 3% Inflationary factor built into the calculation.
- The budget has been calculated using assumed operational costs associated with the operation of the existing Independent School Model, re modelled to reflect the new Free School operation. Costs included within the model have been amended to reflect the on-going development of the operational model.
- The Free School will be part of the Barnfield Federation and access the central shared services model, reducing the need for Admin and School manager roles, the Free School will pay the Barnfield Federation 4% towards the cost of central services (Finance, Payroll, Senior Management, HR, H&S), together with agreed individual SLAs for additional pre-agreed services levels required for ICT maintenance and systems support, ICT Licences and Refresh costs, Facilities Management and Repairs and School Marketing.
- In the first year of operation a charge of £ 10,000 has also been included to cover the additional cost associated with the Post Opening Project Management support needs of the school to areas such as the longer term Admission arrangements, development of the curriculum and installation of management systems needed for the school expansion.
- The Budget assumes an initial staffing level of 20 staff, arising to 34 staff as the Free School expands to its full capacity.
- The budget assumes that all Free School staff have access to the appropriate pension scheme (Teacher's Pensions Scheme/Local Government Pension Scheme); the budget has assumed that 50% of staff will take this up. The original Independent School was a member of both schemes, but found that so few staff engaged with the scheme, that they replaced the Teacher's Pension scheme with a Stakeholder pension model.
- The budget has included a start-up grant of £ 126,000 for the purchase and installation of new ICT equipment and £ 65,400 for ICT Infrastructure. This figure has been calculated using the model agreed with PFS during the set-up of the Barnfield Moorlands Free School.

- The budget has been completed using the Free School Financial planning model and can be found in the Appendix.
- A copy of the last two years operating accounts for the Fernwood Independent School is attached to this submission.

#### Key Income based assumptions

- 1.1 Nursery Income for Age +3 provision, based upon current rates of £ 32 per day per child, assume that 100% of Nursery students' progress to Year R
- 1.2 Catering income based upon a fee payable by non FSM parents of £ 310 per years, assume 90% will pay
- 1.3 Assumed Extend school income (Breakfast club and Homework club, including tea snack)
- 1.4 Assumed Fee Paying extra Curricular, income is used to cover Peripatetic teachers for after school clubs
- 1.5 Assumed income from the Academy/Free School Parents - Friends and Alumni of the school
- 1.6 Levels of FSM equal to those in local Bedfordshire schools within the sub region
- 1.7 Assumed Start-up Grant of £ 39k, made up of £ 10k for new Books and materials, £ 29k for the recruitment and training of additional staff
- 1.8 EFA Grant Student numbers have been assumed based upon 126 on Roll in Year 1, based upon 2 Form entry in YG R and 1 form entry in YG 1-5, rising to 198 in Year 2 based upon 2x Form for YG R-3, plus 1 form entry YG 4-6 and following additional investment in a second floor extension the school could expand to 252 Roll which would be 2x form across all YGs.

#### Key Cost Assumptions

- 2.1 The Free School will be part of the Barnfield Federation and access the central shared services model, reducing the need for Admin and School manager roles, the Free School will pay the Barnfield Federation 4% towards the cost of central services (Finance, Payroll, Senior Management, HR, H&S), together with agreed individual SLAs for pre-agreed services levels required for ICT Maintenance, ICT Refresh, FM, Marketing.
- 2.2 Site lease 125 year, no assumed rental value has been entered as this would show as additional income to the GAG funding and will therefore have no material impact on the viability of the school, the final value will need to be agreed with consultation with PfS and DfE
- 2.3 Assumed cost of catering (food only) is £ 230 per pupil per year, this base number has been taken as the DfE funded pupils + 25 Nursery numbers, catering staff to be employed by the school as part of the wage costs
- 2.4 Barnfield Education Services is the federations PM support company and will work alongside the new Academy during the pre and post set-up

phase, costs are in addition to the £ 25k standard conversion grant

- 2.5 Costings for Rates, Light & Heat have been taken from the historical cost model of the existing school, with an additional factor added to L&H for the additional number planned in later years
- 2.6 Where appropriate a cost uplift of 3% has been included to reflect the anticipated level of inflation, the spreadsheet does not allow for an associated increase in Salary costs or GAG income
- 2.7 The budget for Educational materials, enrichment and extension activities have been drawn from the Federations experience associated with the set-up and running of its original Primary Free School
- 2.8 The School has budgeted for a combined cost of £ 50,000 per year, which will cover both the cost of ICT support and the refresh of PC and general ICT Infrastructure, both of which will be provided under SLA by the Barnfield Federation
- 2.9 Costs included within the Professional services line include the cost for external peripatetic provision of out of school activities, such as Music, Karate etc

#### Financial Viability

With the Appendix a full summary of the anticipated Income and expenditure has been created using the standard Free School Costing model, shown as the Fernwood Free School 100% Budget, together with a sensitivity version called Fernwood Free School 90% Budget.

The existing budget shows an income and expenditure value for years, 2012/13 to 2018/19 as outlined below. Please note however that the spreadsheets attached within the Appendix (shown as 2013/14 to 2019/20 in the model as headings cannot be changed show the Years 2012/13 to 2016/17 this is because it has not been possible to amend the Column headings to reflect the correct budget year.

#### Summary of 100% Budget

Heading	Year 2012/13	Year 2013/14	Year 2014/15	Year 2015/16	Year 2016/17
Revenue (excl Rent)	£ 786	£ 1,075	£ 1,146	£ 1,217	£ 1,291
Pay costs	£ 489	£ 651	£ 729	£ 768	£ 806
Non pay (excl Rent)	£ 262	£ 323	£ 344	£ 356	£ 383
Surplus	£ 26	£ 101	£ 74	£ 94	£ 102
No of pupils surplus	5.7	22.2	16.2	20.6	22.4
% Wage Cost	62.2%	60.5%	63.9%	63.1%	63.1%

Student numbers					
Primary	126	198	216	234	252
Nursery	25	25	25	25	25

**Summary of 90% Budget**

Heading	Year 2012/13	Year 2013/14	Year 2014/15	Year 2015/16	Year 2016/17
Revenue (excl Rent)	£ 721	£ 979	£ 1,054	£ 1,140	£ 1,223
Pay costs	£ 478	£ 627	£ 715	£ 784	£ 828
Non pay (excl Rent)	£ 241	£ 316	£ 333	£ 350	£ 377
Surplus	£ 2	£ 35	£ 6	£ 6	£ 18
% Wage Cost	66.2%	64.0%	66.5%	68.7%	67.7%
Student numbers					
Primary	114	178	197	219	239
Nursery	22	22	22	22	22

**Assumptions behind the 90% Budget**

**Revenue:**

Student numbers have been reduced by 10% across year groups including the nursery provision; revenue from non FSM catering has also been reduced to reflect the lower numbers.

**Cost Reductions:**

The School has reduced staffing by 1 F/T teacher, 1 P/T Teaching Assistant and a single P/T Playground staff member.

The school will also reduce cover costs by using existing extended Learning staff where necessary.

Overhead costs for Barnfield Service fee, maintenance & ICT costs have also been reduced to take into account the lower numbers on site.

Cost of Catering have been reduced to take into account the lower headcount. Educational materials budget has also been reduced both in line with the lower headcount and to reflect a tighter financial model.



## Section H: Premises

Please refer to pages 33-35 of the 'How to Apply' guidance for what should be included in this section.

Fernwood Free School proposal is based upon the conversion of an existing Independent Preparatory School based at:

██████████  
Apsley Heath  
Milton Keynes  
Bucks ██████████

Under the proposals the Free School would continue to be based at the Apsley Heath site, based upon either a 125 year lease or site purchase. No formal negotiations have been commenced at this stage, with these being undertaken with Partnership for Schools support should the proposal be accepted.

### Free School Location

As this is a Private School conversion we have only identified one planned site for the school which will be the existing school site.

The site is located in the heart of Apsley Heath, adjacent to a large area of woodland and open space. The site is situated close to Woburn Sands, approximately 6 miles south of Milton Keynes.

The building comprises of a large detached Victorian villa of brick construction with a pitched clay tile roof. The property has been used for an educational establishment for the last 40 years and has been extended as the school has grown. The site is in generally good repair and reasonable decorative state, but will require on-going maintenance.

The total site area is approx. ██████████, comprising of the school and associated grounds.

Internal space:  
██████████

### Possible Capital Investment needs:

Whilst the school buildings are in a generally good state of repair, there are three areas where further capital investment will be required:

Installation of an external Lift

The school is currently utilising all three floors of the existing building, however most activity is currently based within the Ground and 1<sup>st</sup> Floor area. Under its current reduced operating numbers this does not create an issue under the Disabilities Act, however as the school expands it will need to provide appropriate DDA access, which will necessitate the installation of a single floor external lift.

#### Building of Two Additional Classrooms

To enable the School to move from its initial maximum capacity of 277, the school will need to build an additional two class room extension over the existing ground floor extension block; as well as review the layout to accommodate one further class room space.

#### ICT Investment needs

The Federation's Bannfield Education Team have undertaken a review of the ICT on site and would highlight the following issues:

- The internet connection which wireless broadband is based upon a single line and is very slow. The site has no existing Hard wired networking infrastructure, the school building is a non-listed building, but has quite thick brick walls and consequently modifications and alterations to walls are restricted therefore the easiest and less costly option would be to install wireless broadband.
- The current ICT suite consists of five Personal Computers of old specifications and running Windows 95. The current Curriculum server is an old specification and running Windows NT. Neither the software nor hardware are supported by the manufacturer nor are they supported by a maintenance company, nor have recommendations previously been presented to the school to update the hardware and software.
- Very few of the classrooms have a Personal Computer and those that do are of a limited and old specification.

In line with the ICT Vision, it is recommended to replace the hardware with the minimum amount of desktops and replace with portable devices such as laptops or netbooks all running Windows 7.0 and appropriate software- not necessarily Microsoft Office. We are also proposing the use of whiteboards in every class (up to 14 units), a Virtual Learning Platform and the installation of a SIMs Learner management system.

There has only been around £10k spent on ICT over a period of five years- Insignificant investment



ICT Capital Cost model based upon the Moorlands model agreed with PfS



These costs assume a “green field” site, without any legacy ICT equipment, since existing devices are no longer fit for purpose as they cannot run current software. Obsolete equipment and software are no longer supported by manufacturers. The Barnfield Federation approach to ICT will enable the School to realise significant cost efficiencies in the purchase, installation, management and support of ICT.

These costs cannot be further reduced without seriously impairing the viability of the ICT solution. The School has budgeted for annual revenue expenditure of £50 per pupil to cover technical support and maintenance, MIS and other licences, staff training and broadband costs. This cost estimate excludes staffing costs for technical support, since support will be provided by existing staff employed by the Barnfield Federation; this approach has only marginal cost implications for the Federation.

## Annexes

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

- Fernwood 100% Budget model
- Fernwood 90% Budget model
- Existing School Apsley Heath site summary
- Fernwood Independent School 2009 Accounts
- Fernwood Independent School 2010 Accounts
- Proposed Fernwood Free School Admissions map
- Fernwood Independent School OFSTED report
- Fernwood Independent School Nursery report

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