

Advice note for a pre-registration inspection of an academy/free school/studio school/university technical college (UTC)

School name	The Jubilee Academy
DfE registration number	N/A
Unique reference number (URN)	1480
Inspection number	422388
Inspection dates	26 June 2013
Reporting inspector	Jane Chesterfield

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Information about the inspection

This inspection was conducted by Ofsted at the request of the registration authority for independent schools. It was carried out under section 99 of the Education and Skills Act 2008.¹

Context of the school

The Jubilee Academy is due to open on 2 September 2013 in north-west London as a mixed, non-denominational secondary school with initial provision for 100 students. This will rise to 160 when the school moves to its proposed permanent premises which are currently being refurbished. The school will be housed in temporary premises for up to one year while this takes place. The temporary premises were previously used for educational purposes as a business and information technology college. The intended permanent premises were formerly offices. They were not available for inspection.

The school is sponsored by the Harrow Alternative Provision Academy, which is a registered charity. The governors are all currently headteachers within the London Borough of Harrow. The school aims to provide alternative provision in a small setting for students whose behaviour or circumstances might otherwise make it difficult for them to achieve their potential within mainstream schooling. It intends to focus on enabling students to reach the best possible standards in English and mathematics, while offering them a range of vocational options alongside these basic skills.

Compliance with the regulations

Spiritual, moral, social and cultural development of pupils

Although implementation of this standard could not be seen, provision is likely to meet requirements, based on the content of the school's education plan, its curriculum policy and other associated policies. The scheme of work for personal, social and health education (PSHE) sets out plans for students to be taught about valuing their own individuality, forming positive relationships, contributing to the society around them and appreciating diversity. They will learn about society and their place in it, how to function in the workplace and to manage their money. Students will acquire insights into the civil law and the working of English public institutions. The PSHE policy gives particular guidance to staff on how to tackle sensitive or controversial issues such as religion or politics in a balanced way, avoiding bias and teaching students how to recognise this. Within the religious education and collective worship policy, staff are specifically told that they must not try to convert students or favour a particular religion or belief.

¹ www.legislation.gov.uk/ukpga/2008/25/section/99

The school's behaviour and anti-bullying policies, together with the home-school agreement, clearly explain to parents, carers and students the school's expectations of what is right and the sanctions in place if things go wrong. Careful support from tutors and close links with parents and carers are intended to help students behave and attend well.

Welfare, health and safety of pupils

Almost all requirements of this standard are likely to be met, subject to satisfactory implementation. All the necessary policies and procedures, including those for safe recruitment, have been thoroughly prepared and are likely to meet requirements. The safeguarding and child protection policy sets out clearly for staff how to recognise signs of abuse or neglect and how to deal with disclosures and allegations. Safeguarding training is firmly planned for all staff before students start at the school, so that requirements will be met. The designated child protection officers will then receive the appropriate additional further training which will take place on 5 and 6 September 2013. The behaviour and anti-bullying policies are appropriate to the age and nature of the school's intake, and define explicitly what constitutes unacceptable behaviour and bullying.

The health and safety policies are comprehensive and include safety procedures for educational visits. All the required risk assessments have been completed. The first aid policy is detailed and indicates when an ambulance should be called. The school is likely to meet the requirements of the Equality Act 2010. An access policy is in place and a three-year access improvement plan has been prepared. Suitable computerised admission and attendance registers have been installed ready for use. The school has booked a fire inspection visit from the fire authority for 5 July 2013 to confirm arrangements such as its evacuation procedures, including escape routes and assembly points.

In order to meet the requirements in full, the school should:

- provide evidence that training is complete and at the appropriate level for all staff and for the designated officer for child protection prior to the school opening (paragraph 7)
- comply with the Regulatory Reform (Fire Safety) Order 2005 by producing a report from the fire authority (paragraph 13)

Suitability of staff, supply staff, and proprietors

The proprietors and all staff appointed so far have been appropriately checked in line with the regulations and with the principles of safe recruitment. The correct details are included in the school's single central record, which is clearly laid out and easy to use. The school recognises the need to ensure that the appropriate checks must be carried out on supply staff if any are employed in the future. All requirements are likely to be met.

Premises of and accommodation at the school

Refurbishment of the temporary premises has just begun, but a visit to the site, study of the plans and discussion of the schedule of work indicate that these premises are likely to meet the regulations by the time the school opens in September. As the premises were previously used for educational purposes, the planned classrooms are appropriately sized and the numbers of washrooms are adequate for the proposed initial number of 100 on roll. There is a separate washroom for staff and for disabled users, and a lift provides disabled access to all floors. There is a suitably labelled and accessible supply of drinking water. The use of sports and shower facilities at up to three adjacent schools has been agreed for physical education (PE) while the school is in its temporary premises. The proposed permanent premises will have PE and shower facilities on site. The students will have closely supervised access to the park opposite the temporary site for recreational purposes, and suitable risk assessments for this have been drawn up. Ratios of staff to students are high. The temporary premises will have office and kitchen facilities, together with a suitable room for students who may become ill, close to a washroom. The proposed permanent premises were not available for inspection.

Provision of information

The information to be provided in the school's prospectus and on its website includes all that is required for parents and carers, including school policies. Written reports to parents and carers on their children's progress are likely to be issued on a termly basis.

The provision is likely to meet all the regulations.

Manner in which complaints are to be handled

The school's policy for handling complaints meets requirements and will be available to parents and carers on the school's website and in hard copy.

The provision is likely to meet all the regulations.

Recommendation to the Department for Education

Registration

- **YES. The school can be registered and allowed to open on receipt by DfE of evidence of improvement in relation to the following matters:**

- provide evidence that training is complete and at the appropriate level for all staff and for the designated officer for child protection, prior to the school opening (paragraph 7)

- comply with the Regulatory Reform (Fire Safety) Order 2005 by producing a report from the fire authority (paragraph 13)

Recommended number of day pupils: 100 on current site

Recommended age range: 11–16

Recommended gender of pupils: Mixed.

The Department will want to be assured that, when the new premises is ready, the accommodation, facilities and resources are suitable for the additional 60 pupils that the school wishes to admit.