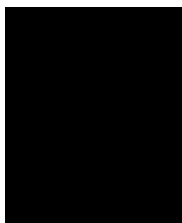




**Rt Hon Michael Gove MP**  
Secretary of State

Sanctuary Buildings Great Smith Street Westminster London SW1P 3BT  
tel: 0870 0012345 ministers@education.gsi.gov.uk



12/11 January 2011

### **Free School Proposal: Looking Glass Academy of Performance Arts**

Thank you for submitting your proposal to set up a new school to the Department for Education. It has now been fully assessed and judged to be sufficiently strong in all areas to proceed to the next stage. I am therefore pleased to approve your proposal and invite you to proceed to business case stage.

I understand that you are looking to open your new school in September 2011. The Department will of course work with you to do everything it can to make this a reality. However, this is a very challenging timescale. Your DfE lead, [REDACTED], will discuss with you the implications of this, once you have had the opportunity to consider the process and work required. I am very keen for Free Schools to be innovative and responsive to parental demand, and I believe that the new school you are proposing can carry through this vision.

As you know, Free Schools form an integral part of the Government's education policy to improve choice for parents and raise standards for all young people. I will be looking to your proposal, along with others in these initial cadres of Free Schools, to shape the way forward for future proposers.

#### Business Case

I want to ensure that you have the support you need to develop your business case. Attached to this letter you will find a table which sets out the tasks that will need to be completed. Please complete this table, identifying which tasks you are able to take forward alone and those for which you think you will require additional support, and submit it to your named DfE lead, [REDACTED]. Please note that the DfE cannot fund any work that its officials have not explicitly agreed to support.

One of the key components of the business case is the financial plan and you will need to demonstrate the long term viability of the school across a minimum of five-year projections.

### Admissions

All Academies and Free Schools are required to have inclusive admission arrangements which comply with the School Admissions Code. Officials will be happy to assist Free Schools in developing such policies in readiness for a 2011 opening, as the first academic year is likely to fall outside local co-ordination of admissions. For 2012/13 and subsequent years you will be required to be within local co-ordination. You should therefore provide your local authority with your admission number and admission arrangements for inclusion in their admissions prospectus as soon as they are determined (15th April each year).

I will look forward to receiving your final business case in due course. Please continue to work with [REDACTED] in the Department throughout this process, and direct any questions you have to him.

In addition to this letter, I will also be writing to your local authority and local MP to inform them that your proposal has moved forward to business case stage.

A handwritten signature in blue ink, appearing to read 'M. Gove', with a long horizontal stroke extending to the right.

MICHAEL GOVE