Children's Services

Establishing a New School Operator Procedure

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Complete needs analysis Introduction: **Version Control: V1.0** for new school places This document shows the process map for establishing a new school. This process should be read in conjunction with and is not a substitute for DfE Guidance. Incorporate requirement into Key: Capital Programme to be approved by Executive CYPSC _ Children and Young People's Scrutiny Committee Committee DfE - Department for Education LA - Local Authority CYPSC and then Executive Councillor for Children's Service approve LCC - Lincolnshire County Council decision that new school places are needed and agree appropriate selection route for education provider. Procurement process B) Establish a new for new School A) Expand existing Building school school i) Invite proposals for ii) Exceptional circumstances/ Following other appropriate new Academy/Free special case for LA Maintained processes in line with DfE School to be school (refer to S10 & S11 of statutory process established the Education and Inspection (Presumption) Act 2006) Inform Secretary of State of requirements Informal discussion with stakeholders and finalise New Schools Requirement, selection criteria, selection process and application pack. Invite applications with clear selection criteria/selection process. Inform all Lincolnshire head teachers, including Academies. Publish pack on the LCC website and send to the DfE to be placed onto the new school network and other advertising as appropriate. Distribute application pack to potential operators that express an interest Applications received via No applications received. Executive Councillor template and the generic for Children's Services determines preferred schools email address. alternative route with advice from CYPSC e.g. exceptional circumstances/special case or formal competition (with Secretary of State Assessment and shortlisting of submissions for consent) interview. Panel to be agreed but to include senior council officers, including Assistant Director level or above. Interviews to be completed. Panel to be agreed but to include senior council officers, including Assistant Director level or above.

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