

ASPIRE ACADEMY

An Alternative Provision Free School for Children & Young People Aged
4-16

PUBLIC CONSULTATION OUTCOME REPORT JANUARY 2014



SECTION 1 - EXECUTIVE SUMMARY

1. The proposers of Aspire Academy, HEC AP Ltd, undertook public consultation under Section 10 of the Academies Act 2010 between 2nd December 2013 and 24th January 2014 on the question of ‘Whether the Aspire Academy Trust should enter into a funding agreement with the Secretary of State to open an alternative provision free school for pupils aged 4-16 based in Harlow from September 2014.’
2. Aspire Academy Trust published a full Consultation Document (Appendix 1) which set out details about the nature of the proposed provision and invited responses in the form of a consultation questionnaire, email, letter and verbal. The Consultation Document was available in hard copy and online throughout the period and widely distributed to all stakeholders. (A distribution list can be found at Appendix 2.)
3. Throughout the process Aspire Academy Trust actively engaged with stakeholders to:
 - * ensure that stakeholders could understand the rationale for the proposal to establish an Alternative Provision Free School.
 - * communicate effectively the vision and ethos for the proposed Aspire Academy.
 - * seeks the views of stakeholders and in particular likely commissioners on the detailed plans for the educational provision, standards and outcomes envisaged for Aspire Academy, including Admissions, Referrals and Special Educational Needs and Disability Policies and Procedures.
 - * capture and respond to all feedback from stakeholders.
 - * stimulate wider interest in Aspire Academy.
 - * facilitate stakeholder input into developing the plans for the Aspire Academy provision.
 - * help to establish shared ‘ownership’ of the vision and ethos and the potential benefits to stakeholders of the establishment of Aspire Academy.
 - * seek stakeholder endorsement for entering into a funding agreement with the Secretary of State.
4. The following key methods of engagement were used to inform the various stakeholders and public about the Aspire Academy proposal:
 - * website
 - * consultation document and consultation questionnaire (online and hard copy)
 - * frequently asked questions
 - * public notice in the main local newspaper (wider area distribution) (Appendix 3)
 - * press release (Appendix 4)
 - * professional leaflet (publicising the Consultation) (Appendix 5)
 - * 3 public drop-in events, one held during the working day, one held on a Saturday morning and one held in the evening, all at a public venue
 - * presentations at a number of network and partnership meetings, particularly those of likely commissioners
 - * presentation at the Harlow Strategic Partnership for Educational Attainment – a top level partnership of Harlow District Council, Essex County Council, Harlow Education Consortium, Harlow College and Anglia Ruskin University.
5. The responses received were overwhelmingly positive, with the vast majority supporting the proposal to enter into a funding agreement with the Secretary of State to open Aspire Academy in September 2014. 34 consultation responses were received, of which 100% were positive. 10 emails were received – only 1 of which was negative. 5 negative comments were made at the Public meetings but these related to ‘Free Schools’ in general rather than a principled objection to Aspire Academy.

6. In addition during the Consultation period, letters were received from the 5 secondary academies and 30 primary schools and academies in Harlow re-stating their commitment to commission a set number of places at Aspire Academy from September 2014, from the Local Authority expressing a similar commissioning intention and from groups of schools/academies in the neighbouring districts of Epping Forest and Uttlesford indicating a likelihood of commissioning a certain number of places at Aspire Academy from September 2014.
7. The overwhelming view of stakeholders who responded in some way or another was that a high quality, all inclusive Alternative Provision of the kind envisaged by Aspire Academy is much needed in the Harlow area in order to better meet the needs of some of the most vulnerable and needy children and young people in the community and that the proposers of Aspire Academy are fully fit and adequate to provide that.

SECTION 2 – ANALYSIS OF CONSULTATION RESPONSES

CONSULTATION QUESTIONNAIRE RESPONSES

The Consultation questionnaire asked 3 questions to which the possible answers were YES, NO or MAYBE.

There was also an opportunity as part of the questionnaire for respondents to make additional comments or ask questions.

All respondents were asked to provide some information about themselves to allow categorisation as a stakeholder and allow us to contact them to undertake any follow up.

At the close of the Consultation period 5pm on Friday 24th January 2014, we had received 34 responses, 100% of which supported the proposal.

A detailed breakdown of the questions and responses is as follows:

Question 1

Do you support the proposed rationale, vision and mission for Aspire Academy?

YES – 34 (100%)

NO – 0

MAYBE – 0

Question 2

Do you support the proposed Admissions Policy & Procedure for Aspire Academy?

YES – 34 (100%)

NO – 0

MAYBE – 0

Question 3

Do you support Aspire Academy Trust entering into a funding agreement with the Secretary of State for Education in order to open Aspire Academy in September 2014?

YES – 34 (100%)

NO – 0

MAYBE – 0

Some additional comments included:

“I think the proposals are excellent. We have long needed better provision for those children whose behaviour and circumstances mean that they cannot cope with mainstream school.”

“If this helps to reduce the number of young people excluded from schools, then I’m all in favour.”

“We fully support the vision of Aspire Academy to provide high quality alternative provision.”

Some additional questions asked included:

Q “Will the teachers employed at Aspire Academy all be qualified and paid at national salary rates?”

A *“It is our intention to only recruit qualified and experienced teachers to fill teaching posts and we will be offering these posts on present national terms & conditions. All teachers will have access to the Teacher Pension scheme and all support staff access to the Local Government Pension Scheme.”*

Q “Will the children attending Aspire Academy be provided with full-time education?”

A *“Yes. It is our stated intention that all children will attend for 25 hours a week. However there may be a few children for whom this is not possible on either a short of medium term basis and part-time provision may be agreed with the commissioner.”*

RESPONDENT (ANY KIND) ANALYSIS

Stakeholder Group	Wholly/mainly supportive	Wholly/mainly unsupportive	Total
Parent/Carer of a child, resident Harlow	2	0	2
A Governor at an educational institution	5	0	5
A member of staff at an educational institution	16	2	18
A local Harlow resident	8	0	8
A local Harlow business	0	0	0
A potential commissioner* ¹	48	0	48
Other	4	2	6
Total	83	4	87

*¹ This includes responses from the LA and groups of likely commissioning schools and academies, with each school/academy counted as one.

ASPIRE ACADEMY

An Alternative Provision Free School for Children and Young People Aged 4 - 16

PUBLIC CONSULTATION

UNDER SECTION 10 OF THE ACADEMIES ACT 2010 ON THE
QUESTION:

“WHETHER THE ASPIRE ACADEMY TRUST SHOULD ENTER INTO A
FUNDING AGREEMENT WITH THE SECRETARY OF STATE TO
OPEN AN ALTERNATIVE PROVISION FREE SCHOOL FOR PUPILS
AGED 4 – 16 BASED IN HARLOW FROM SEPTEMBER 2014”

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N.B.

Further draft Policies & Procedures on aspects such as Special Educational Needs & Disability can be found on our website: www.aspire-academy.org or made available on request from Chris Fluskey, Aspire Academy Project Manager Mobile: 07905 937246 Email: Chris.Fluskey@hecuk.net

1. INTRODUCTION

The proposers (Aspire Academy Trust) of Aspire Academy are required by law under Section 10 of the Academies Act 2010 to consult with stakeholders and the local community on the question of “Whether Aspire Academy Trust should enter into a funding agreement with the Secretary of State in order to open the Academy in September 2014”.

It is entirely for Aspire Academy Trust to determine with whom it will consult and the nature and timescale of this. However, it is the intention of Aspire Academy Trust to be open, inclusive and transparent in the way it will conduct its consultation and to consider seriously any responses which are received.

We also believe that a full and open Consultation will help raise awareness of the aims and purposes of Aspire Academy and provide an opportunity for feedback and suggestions on how best to set it up and operate it.

2. THE CONSULTATION PROCESS

In order to allow maximum response to this Consultation, it is of course paramount that stakeholders and the local community are fully apprised of all the information about Aspire Academy which is presently available and have the opportunity to ask further detailed questions about it.

To facilitate this, the Consultation process will include the following elements:-

- A public notice published in the Harlow Star announcing the Consultation.
- A press release announcing the plans for Aspire Academy and the Public Consultation.
- A formal Consultation document, which contains all the relevant information about Aspire Academy presently available.
- The publication of this Consultation document on Aspire Academy’s website. (insert)
- A Public Consultation questionnaire, available both here in hard copy and on our website.
- The production of a leaflet to be sent to all likely stakeholders and local community groups outlining the purposes of Aspire Academy and publicising and signposting the Public Consultation.
- Three drop-in sessions will be held, one during the working day, one in the evening and one on a Saturday morning as follows:
 - Monday 9th December 2013, 9.30 – 11.00am
 - Saturday 14th December 2013, 10.00 – 11.30am
 - Tuesday 7th January 2014, 7.00 – 8.30pm

The Consultation period will last eight weeks commencing:

Monday 2nd December 2013 and closing at 5:00pm on Friday 24th January 2014.

All responses (whether email, hard copy, questionnaire responses or verbal) will be collated and published in a Consultation Report which will be published and made available to the Department for Education within two weeks of the close of the Consultation. This Consultation Report will be published on Aspire Academy’s website and hard copies can be made available on request to any interested party from Chris Fluskey (Aspire Academy Project Manager) email: chris.fluskey@hecuk.net / mobile: 07905 937246.

3. ASPIRE ACADEMY – What It Is, Rationale for Opening, Vision and Mission

THE ACADEMY

It will be an Alternative Provision Academy for children and young people (CYP) aged 4-16 for whom mainstream schooling is not working well (for whatever reason) or where a place at a mainstream school / academy would not suit their needs.

It will offer full-time and part-time provision and on a short, medium or long term basis as required to meet the needs of the CYP.

Places will be commissioned by schools / academies in cases where after consultation with parents, they believe that a CYP's needs will be better met outside of a mainstream setting. Local Authorities may also commission places in order to meet their statutory obligations.

It is envisaged that Aspire Academy will provide for up to 72 full-time equivalent (fte) CYP (17 primary age and 55 secondary age) from September 2014 rising to 97 full-time equivalent by September 2016.

The client group of CYP we will provide for will include:-

- Behaviour related referrals from mainstream schools / academies.
- Those permanently excluded from mainstream schools / academies.
- Those who for social or emotional reasons are unable to make best use of their present mainstream education.
- Those who are persistently bullied or perceive themselves to be.
- Anxious school refusers.
- 'Hard to place pupils' – i.e. those pupils who for whatever reason (and this could include recent entrants into the UK or those moving in the Harlow area from elsewhere) are unable to find an appropriate mainstream school / academy place.

THE RATIONALE

The reason the proposers put in the application to the Secretary of State for Education for approval to open an Alternative Provision (under the Free School route) in Harlow is precisely because there is no such adequate provision presently in place in Harlow to meet the needs of the most needy and vulnerable CYP.

The proposers are essentially a sub-set of the collective group of Headteachers / Principals who constituted the formal partnership of the Harlow Education Consortium.

Schools / Academies want all the CYP who attend their establishments to thrive, learn well and achieve. Unfortunately and for a wide variety of reasons, a few CYP in some schools / academies aren't thriving, learning or achieving. Schools / Academies have both a legal and an ethical responsibility to provide the highest quality of educational provision to meet the needs of each child on their roll and if they have exhausted their own capacity and means to provide this, they feel under an obligation to try to provide this from elsewhere.

For the last few years, schools / academies in Harlow have not had sufficient access to high quality alternative provision to which refer appropriate CYP and hence they have taken the which has arisen to establish such provision themselves.

The rationale for Aspire Academy is strong – it will meet a clear and identified need for a small number of the most needy and vulnerable CYP in Harlow.

The Free School route was chosen simply because it presented itself as the only feasible legal route to establish such an Alternative Provision. The fact that this route was chosen should not

be taken as a sign of a general endorsement of the Free School movement on the part of the proposers.

OUR VISION

Our Vision is to provide the highest quality, most inclusive, Alternative Provision which will stand as a beacon of excellence for all other alternative provision providers locally and nationally, a driving force for a significant step change improvement in the outcomes and life opportunities for the most vulnerable and needy children and young people in Harlow and across West Essex and a strategic vehicle for the co-ordination of a number of present separate strands of alternative provision into a coherent cost-effective, sustainable, rigorous and innovative tapestry of alternative education provision.

Our vision is to provide 'leading edge' education which will evidence how it is possible to take the most vulnerable, challenging and apparently unsuccessful Children and Young People (CYP) in our area and transform their lives. In turn this will help support the wider Troubled Families and Families with Complex Needs agenda in our area, break inter-generational cycles of low skills and worklessness, reduce youth disengagement, improve youth mental health and enhance community cohesion.

At the heart of our vision is a passion and belief that if we can equip such CYP with sufficient basic learning and personal and emotional skills (literacy, numeracy, social skills, perseverance, inner controls, self esteem) then we will have built a foundation for future learning, access to level 1 and 2 qualifications, progression, employability and good citizenship.

OUR MISSION

Our Mission is that every CYP attending ASPIRE Academy will receive a standard of education, have opportunities and attain outcomes which are at least as good as they

could have received and attained in any outstanding and good mainstream school or academy, including at KS4 access to a full range of Level 2 qualifications

Unlike a number of present alternative education providers, our aim will always be to maximise the possibility of each CYP at KS1, 2 & 3 being able to return successfully to mainstream provision. To facilitate this, our curriculum design is explicitly planned to ensure that our pupils do not fall behind mainstream peers in the essentials of the National Curriculum whilst their behaviours, issues and needs are being addressed.

The key outcome targets we are setting for ASPIRE Academy are:

- attendance at 92% plus
- attainment of high quality age appropriate Level 1 & 2 qualifications including GCSE
- zero NEET (Not in Employment, Education or Training) at 16 & 17 – assured high quality progression for all
- 80% success in reintegration into mainstream settings

4. ASPIRE ACADEMY – Curriculum Provision, Pastoral Care, Standards

CURRICULUM

Each pupil will be fully assessed on entry to determine their learning, social and emotional needs and then placed on a tailored learning programme that is right for them, to give them choices and challenge them accordingly. Our staff team will consult closely with commissioners, students and their parent(s)/carer(s) to agree these individual learning plans.

We will provide academic learning opportunities according to the individual needs, aspirations and ability of every pupil. Each pupil will have a Learning Mentor who will support and monitor progress against the learning plan on a daily / weekly basis.

Our curriculum will be integral to the personal development of students. Delivered in a calm but stimulating environment, it will inspire positive attitudes to learning. Our learning opportunities will extend beyond the physical academy building. For young pupils this will include outdoor and adventurous learning and for older students significant opportunities to explore vocational pathways and the world of work.

We intend to provide all our learners with 25 hours a week of formal learning and to operate a 38 week working year (in line with normal local school / academy practice).

For primary and younger secondary age pupils our concentration will be on English and Mathematics and addressing their social and emotional needs, but they will also have access to and be encouraged to participate in all aspects of the present national curriculum. This will be as much in line with the curriculum they would have been following in their mainstream school and is intended to maximise the opportunities for them to be re-integrated back into mainstream. For

our older secondary age learners there is likely to be a core curriculum delivered on site at the Academy with a wide range of vocational and other learning opportunities available off site.

SUPPORTING SUCCESS

The future success of our students motivates us. Our personalised assessment will enable us to have a clear picture of what each pupil knows, understands and can do on entry and then we will track progress on these on a weekly / monthly / termly basis.

We will not allow a less than sparkling track record to limit in any way the aspirations of all our learners in terms of what they can achieve in future.

Learners, parents and carers, members of the community and all visitors will feel safe and fully supported. We will engage proactively with partners to muster all the energy and talent available to us in order to secure positive outcomes for our learners. We will monitor progress rigorously and create a culture focused on meeting individual needs while maintaining a constructive, creative and positive dialogue with each learner.

PASTORAL CARE

We will provide exceptional levels of support to our learners through daily opportunities for them to review and reflect on their progress, assess their behaviour and to consider the wealth of information, advice and guidance offered to them. Each learner will have their own Learning Mentor available to give daily pastoral support.

We will adopt a 'stage not age' approach, in which accurate, thorough baseline assessments will enable us to challenge each learner to work at their full potential at an appropriate level of learning.

Most learners will be taught in small groups with an average two staff to each group of eight learners.

ICT SUPPORT

We will use the latest technologies as a core feature of the delivery of our distinctive and innovative provision. The highest quality ICT technology will underpin teaching, learning and individual learning plans, combining personal mobile devices and specialist workstations in-school with external off-site access for students and appropriate stakeholders.

Learners will use ICT routinely to develop their ideas and record their work within a personal and portable e-portfolio. We will communicate with parents and carers online to foster active engagement. “Anywhere access” to filtered online and digital resources will ensure a safe and secure online learning community.

Our fully configurable and personalised ICT platform and applications will support the highest levels of inclusion.

We will use technology and systems that meet the needs of all users. Our platform will support increased learner numbers, reflect value for money and be financially sustainable.

TOP QUALITY TEACHERS AND SUPPORT STAFF

We will recruit the best available leaders, teachers and support team members for Aspire Academy because this talent is the most valuable resource we will have. We will only appoint qualified (or on route to qualification) teachers and skilled, experienced and qualified support staff, teaching assistants and mentors. We will offer professional development opportunities for all our staff.

We will pay our staff in line with national rates of pay for equivalent posts and responsibilities and offer all staff access to teacher and local government pension schemes. It is our intention to

adopt terms and conditions of employment in line with those used in other local academies.

We will treat all staff equally and focus firmly on continued development of their skills and knowledge. We will facilitate the sharing of best practice across the academy and beyond. Our academy will be a thriving learning environment for all, where staff want to work and from where the leaders of the future will emerge. We will take great pride in being a ‘People Place’, where staff and learners enjoy collaborating every day. Our staff will contribute to a culture of shared learning and development, where creativity is nurtured and celebrated. Our leaders will adopt a consultative and dynamic approach, valuing all staff as active stakeholders and as our most valued resource.

DEVELOPING CONFIDENT YOUNG PEOPLE

Learners at Aspire Academy will become highly motivated and well placed to secure a successful future. They will develop key competencies and skills, for example self-respect, confidence, resilience, social skills, tolerance and concern for others, core academic skills and a level of independence, ambition that will nurture and grow the habits of success.

We aim to enable our learners to return to their school / academy where this is the best way forward for them. However, this is not the sole indicator of success for us, because we expect our learners to thrive in our alternative education environment and progress in a way that other educational settings could not necessarily replicate.

5. ASPIRE ACADEMY – Legal Structure, Governance, Funding and Accountability

LEGAL STRUCTURE

Aspire Academy will be established as an Academy Trust (i.e. a not for profit charitable company) in exactly the same way as many other Harlow schools have converted to Academy Trust status over the last two years. It will be set up under Co-operative Memorandum and Articles of Association (again in line with several local mainstream academies) to ensure that all local stakeholders have a real say and control in its functioning.

GOVERNANCE

Aspire Academy Trust presently has three members / Directors / Trustees. These are Val Jones (present Chair of Governors of Burnt Mill Multi-Academy Trust and Cooks Spinney Primary School), Vic Goddard (Principal of Passmores Academy) and Helena Mills (Headteacher of Burnt Mill Academy and CEO of Burnt Mill Multi-Academy Trust).

The Trust will establish a Governing Body to which the majority of the legal responsibilities for the operation of the Academy will be delegated. The Governing Body will be constituted as follows:-

- Minimum of 2 appointed by the Local Community Constituency (which will include parents / carers).
- Minimum of 2 appointed by the Client Constituency (which will include commissioners and Local Authority).
- Minimum of 2 appointed by the Partners Constituency (which will include for example local businesses and the District Council).
- Minimum of 1 appointed by the Schools Co-operative Society.
- Minimum of 1 staff governor.
- The Principal.

- Any co-opted.

The Governing Body will operate in exactly the same way as other Governing Bodies of schools and academies across the country, with a minimum of 3 full Governing Body meetings a year and a structure of committees to oversee matters such as finance, personnel, premises, teaching and learning etc. There will be an Instrument of Governance, a Governing Body operational manual and clear roles and responsibilities assigned to each Governor. Governors will be expected to undertake induction and regular training. Governing Body meetings will be professionally clerked and the non-confidential minutes made publicly available.

FUNDING

Aspire Academy Trust will enter into a funding agreement with the Secretary of State. A model of this funding agreement is embedded here.



DfE Model Funding Agreement AP.pdf

Aspire Academy will then be funded directly by the Department for Education (DfE), through its Education Funding Agency (EFA) on a formula basis specifically constructed for all Alternative Provision Academies / Free Schools in England and Wales. This is exactly the same method by which all the mainstream academies in Harlow are presently funded.

The Trust and its Governing Body are accountable directly to the Secretary of State, through the EFA, for the proper use of this public funding. The Trust will commission an independent annual audit and is required to make an annual return of its accounts to the DfE and make these publicly available.

In line with all academies, Directors and Governors of Aspire Academy are not allowed to gain financial advantage from their positions and controls and conflict of interest safeguards will all be put in place.

Annual budgets will be set, managed and reported on in line with Financial Regulations which will mirror regulations used in mainstream schools and academies locally and in Essex.

ACCOUNTABILITY

Aspire Academy will not be allowed to open without successfully meeting the requirements of an OFSTED pre-opening inspection and satisfying the Secretary of State that it is capable of operating properly and successfully as an Alternative Provision Academy.

It will then be subject to exactly the same accountability standards as any other school / academy in England and Wales, with a full Section 5 OFSTED inspection within two years of opening.

6. ASPIRE ACADEMY – Relationship with Commissioners

What makes an Alternative Provision Academy different from a mainstream Academy / School is that all places at Aspire Academy will in effect be commissioned. The main commissioners will be Harlow schools / academies and the Essex Local Education Authority, although the admissions policy does allow for commissioning by any other relevant organisation / body.

It will therefore be essential for Aspire Academy to develop a strong and effective relationship with commissioners and in particular to provide the high quality provision that commissioners will expect.

The DfE, through the EFA, will fund each full-time pupil place at Aspire Academy at £8,000 and commissioners will be expected to pay a top-up fee to enable Aspire Academy to cover costs. Presently it is envisaged that the top-up fee for each secondary age pupil will be £8,000 and for each primary age pupil £6,500.

Most pupils will be 'dual roll' – i.e. they will remain legally on the roll of the commissioning school / academy but in fact receive this educational provision via the roll of Aspire Academy. Pupils can be taken on the sole roll of Aspire Academy.

There will be a straightforward and quick referral process which commissioners will be able to use.

It will always remain the key aim of Aspire Academy to try to enable pupils referred to it for provision to be equipped to return successfully to mainstream education at the earliest opportunity.

7. ASPIRE ACADEMY – Site Location

We are in discussions with Essex as the Local Authority and the Education Funding Agency (EFA) over acquiring the site of the former Purford Green Infants School, CM18 6HP as the Academy's permanent location.

The EFA estimate that this building can be made fit for our purposes in time to open for pupils in September 2014.

8. ASPIRE ACADEMY – Admission Policy and Procedure

GENERAL

Aspire Academy – as an Alternative Provision free school Academy Trust – is its own admissions authority. However, it will have regard to the Schools Admissions Code and Essex County Council's Fair Access Protocol.

Admissions to Aspire Academy will be via a set referral process and subject to agreement by Aspire Academy's Admissions Panel.

The majority of admissions will be for provision commissioned by schools, academies and local education authorities. Such provision may be part or full time and for short, medium or long term periods of time.

Schools and Academies are likely to consider commissioning provision at Aspire Academy in order to meet their responsibilities to arrange full time education from the sixth day for pupils subject to a fixed exclusion period or to exercise their powers to direct pupils off site for education, to help improve their behaviour and engagement with their education.

Local Authorities are likely to consider commissioning provision at Aspire Academy in order to meet their responsibilities for arranging suitable education for permanently excluded pupils and for other pupils who, because of illness or other reasons, would not receive suitable education without such arrangements being made.

ADMISSION ARRANGEMENTS

Aspire Academy will consider referrals from commissioners for admission for children and young people meeting the following criteria:

- Aged between 4 and 16
- Female or Male
- Not on the roll of a mainstream school or academy
- On the roll of a mainstream school/academy but subject to a fixed term exclusion longer than 6 days or to schools/academies decision to direct a

pupil off-site for education, to help improve their behaviour

- Permanently excluded
- Hard to Place
- In possession of a Statement of Special Educational Needs
- Unable to receive suitable education because of illness or other reasons
- Demonstrating social, emotional and educational needs which are appropriate to be suitably provided for by Aspire Academy

GROUNDINGS FOR REFUSING TO OFFER A PLACE

- Lack of Aspire Academy capacity due to all places being filled
- Inability of Aspire Academy to be able to offer suitable educational provision in response to commissioners' stated needs
- Level of risk to health and safety of other pupils or adults and/or level of risk to the effective operation of the Academy

REFERRAL PROCESS

Commissioners will make referrals using Aspire Academy's set referral process.

Referrals can be made on a rolling needs basis during each academic year. Referrals will be acknowledged within 2 working days of receipt and a meeting to discuss arranged with the commissioner, the pupils and the parent/carer within 7 working days of receipt of referral. In most cases, the pupil will be placed on an initial assessment programme, lasting up to 5 days, from which an initial Personalised Learning Plan (PLP) will be generated.

Aspire Academy's Admissions Panel will meet within 14 working days of receipt of referral assessment and initial PLP to decide on whether it is appropriate to admit.

Aspire Academy will try to respond flexibly and positively to commissioners' requests for emergency placements.

Subsequently commissioners, parents/carers and pupils themselves will be fully involved in the regular monitoring and review of the PLP via the informal and formal pattern of review meetings.

ADMISSIONS PANEL

Aspire Academy's Admissions Panel will consist of the Principal (or designated nominee), the Head of Primary or Secondary Unit Provision (as appropriate), the Head of the Outreach Service and the SENCO (as appropriate). An independent person will be included as a member of the panel.

Commissioners, parents/carers and where appropriate the pupil will be invited to attend the Panel meeting, but withdraw for the final decision process.

EQUALITY DUTY

Aspire Academy will have full regard to its duties under the Equality Act 2010 in relation to the management of admissions. These duties and how Aspire Academy will meet them are laid out in the Academy's Equality Policy available on request.

FINANCIAL ARRANGEMENTS

Commissioners will be required to pay a top-up provision fee. Presently this is set at £6,500 per primary age pupil and £8,000 per secondary age pupil per annum for each full time place. Part time provision top-up fees will be based on a pro-rata equivalence.

Aspire Academy will agree via a Service Level Agreement (SLA) an initial period of time for each commission, the costs of which will be payable in advance. Variations to the terms of the SLA will be the subject of discussion at the monthly review meetings to be held with commissioners.

The level of top-up fees will be reviewed annually by Aspire Academy and in consultation with commissioners.

OVERSUBSCRIPTION CRITERIA

In the event of the number of referrals exceeding the stated admissions capacity of Aspire Academy (stated as 97 fte in September 2016) the following criteria in the order given will apply:

1. Looked after children.
2. Children with a Statement of Special Educational Needs which names Aspire Academy.
3. Permanently excluded children and those not on a school/academy roll.
4. Children requiring full time provision.
5. Children living within the defined geographical area of Harlow District Council.
6. Children living within the defined geographical areas of Epping Forrest District Council and Uttlesford District Council.
7. Remaining referrals.

PUPIL REGISTRATION

- All pupil places commissioned by schools/academies for pupils on their roll at the time of the referral will be dual registered.
- Pupils will be dual registered from the beginning of the first day of which the school/academy has commissioned the place. For the purpose of the school/academy census a pupil will be dual main registered at their school/academy and dual subsidiary registered at Aspire Academy.
- All pupils places commissioned by Local Education Authorities for permanently excluded pupils or those not otherwise on the roll of a mainstream or special school/academy will be placed directly on the registration roll of Aspire Academy.
- Commissioners will be provided electronically and on a daily or weekly basis (as requested) with attendance data on pupils whose provision they have commissioned.

APPEALS AGAINST DECISIONS NOT TO OFFER A PLACE

Aspire Academy will establish an Independent Appeals Panel to consider any objections/complaints in regard to a decision not to offer a place following a referral and will supply commissioners with a direct contact to the Independent Appeals Panel.

Aspire Academy undertakes to abide by any decision of the Independent Appeals Panel.

Unsuccessful commissioners/referrers can submit objections to the Education Funding Agency or any successor to it.

CONSULTATION ON ADMISSIONS + REFERRAL PROCESS

The policy and procedures set out in this document will form part of the statutory consultation process to be undertaken during the pre-opening phase.

Subsequently these policies and procedures will be subject to annual review by Aspire Academy Trust.

The fine detail of the referral process may be amended at any time to ensure it is fit for purpose and this will be undertaken in consultation with commissioners.

ASPIRE ACADEMY

9. Consultation Questionnaire

1. Do you support the proposed rationale, vision and mission for Aspire Academy?
(Please circle)

YES

NO

MAYBE

Comment:

2. Do you support the proposed Admissions Policy and Procedure for Aspire Academy?
(Please circle)

YES

NO

MAYBE

Comment:

3. Do you support Aspire Academy Trust entering into a funding agreement with the Secretary of State for Education in order to open Aspire Academy in September 2014?
(Please circle)

YES

NO

MAYBE

Comment:

4. Do you have any other comments / questions on the proposed Aspire Academy?

ABOUT YOU

I am: (please tick)

★ A parent / carer of a child, resident in Harlow	<input type="checkbox"/>
★ A governor at a local educational institution	<input type="checkbox"/>
★ A member of staff at a local educational institution	<input type="checkbox"/>
★ A local resident in Harlow	<input type="checkbox"/>
★ A local business	<input type="checkbox"/>
★ A potential commissioner	<input type="checkbox"/>
★ Other (please specify	<input type="checkbox"/>

Name: _____

Address: _____

Post Code: _____

Contact Details

Landline phone: _____

Mobile phone: _____

Email: _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

PLEASE RETURN TO: Chris Fluskey (Aspire Project Manager)
c/o Harlow Education Consortium, The Study Centre,
Netteswellbury Farm, Harlow, Essex CM18 6BW

OR EMAIL: chris.fluskey@hecuk.net

ASPIRE ACADEMY

STAKEHOLDERS TO BE DIRECTLY CONTACTED AS PART OF SECTION 10 CONSULTATION

The 38 state-funded schools/academies/multi-academy trusts in Harlow
Harlow College
All schools/academies and education partnership groups in other district council areas of West Essex
ASHE – Association of Secondary Heads in Essex
WEPHA – West Essex Primary Heads Association
Harlow MP + prospective candidates from other parties
33 Harlow District Council elected councillors and HDC Chief Executive Officer
Harlow Chamber of Commerce
Essex County Council and various component parts delivery services to children and families
Harlow Children’s Partnership
Harlow Strategic Partnership for Educational Attainment
Harlow 2020 Strategic Partnership
Harlow Think Family Group
Anglia Ruskin University
Princess Alexandra Hospital Foundation Trust
West Essex Clinical Commissioning Group
Spurgeons-operators of Harlow Children’s Centres
Local charitable and voluntary groups supplying services to children and families – e.g Young Concern Trust, Place2Be, ADAS, Accuro, Homestart

PUBLIC NOTICE SECTION OF HARLOW STAR

ASPIRE ACADEMY

An Alternative Provision Free School for children & young people aged 4-16

Under Section 10 of the Academies Act 2010, the proposers are required to undertake statutory consultation with stakeholders in the local community on the question of:

“Whether the Aspire Academy Trust should enter into a funding agreement with the Secretary of State for Education to open an Alternative Provision for approximately 100 children and young people aged 4-16 who, for whatever, are unable to successfully attend a mainstream school/academy.”

It is envisaged that Aspire Academy will open on a suitable site within the boundaries of Harlow District Council in September 2014.”

Full details of the Consultation Document and how to respond are available on Aspire Academy’s website www.aspire-academy.org or in hard copy on request from Chris Fluskey (Aspire Academy Project Manager) email: Chris.Fluskey@hecuk.net mobile: 07905 937246

The Consultation period will last eight weeks and opens Monday 2nd December 2013 and closes Friday 24th January 2014.

ASPIRE ACADEMY

PRESS RELEASE

ASPIRE ACADEMY CONSULTATION STARTS [NOT FOR RELEASE PRIOR TO 2ND DECEMBER 2013]

Aspire Academy is an Alternative Provision for children and young people aged 4-16 which has received pre-opening approval from the Secretary of State for Education under the Free School route and is due to open in September 2014 on a suitable site in Harlow.

The Aspire Academy Trust is headed up by a group of Harlow Headteachers, Principals and Governors and has the support of all 38 Harlow state maintained primary, secondary and special schools and academies and Essex Local Education Authority.

The purpose of Aspire Academy is to provide the highest quality education for approximately 100 children and young people who for whatever reason are unable to benefit from mainstream education. These children and young people are amongst the most needy and vulnerable in our community and provision for them is presently limited.

Aspire Academy will work with existing local providers, the Local Education Authority to significantly enhance and improve the educational outcomes and life chances of this group of children and young people.

Aspire Academy is undertaking a Public Consultation and positively invites responses from all stakeholders and interested parties in the local community.

The Consultation includes:-

- A full consultation document, including a consultation questionnaire available in hard copy on request from Chris Fluskey (Aspire Academy Project Manager) Mobile: 07905 937246 or Email: chris.fluskey@hecuk.net or on Aspire Academy's website: www.aspire-academy.org
- Three open consultation meetings to be held at the Harlow Study Centre, Netteswellbury Farm, Harlow, Essex CM18 6BW on
 - **Monday 9th December 2013, 9.30 – 11.00am**
 - **Saturday 14th December 2013, 10.00 – 11.30am**
 - **Tuesday 7th January 2014, 7.00 – 8.30pm**

The consultation period starts on Monday 2nd December 2013 and closes at 5:00pm on Friday 24th January 2014.

ASPIRE ACADEMY

PUBLIC CONSULTATION



The Aspire Academy Trust is undertaking a Public Consultation on the proposed Aspire Academy Alternative Provision due to open in September 2014 on a suitable site in Harlow.

The Consultation period commences Monday 2nd December 2013 and closes at 5.00pm on Friday 24th January 2014.

Aspire Academy is a proposal from a small group of Harlow Headteachers, Principals and Governors to establish a high quality alternative provision for approximately 100 children and young people aged 4-16 who for whatever reason are unable to benefit from mainstream education. The present provision for these most needy and vulnerable young people is limited.

The proposal has received pre-opening approval from the Secretary of State and the Trust is now undertaking statutory consultation with local stakeholders and the community and will report on the outcomes of this to the Secretary of State.

Full details about the rationale, vision, governance, accountability and envisaged daily operation of Aspire Academy are published in the formal consultation document, a hard copy of which is available on request from Chris Fluskey (Aspire Academy Project Manager) on Mobile: 07905 937246 Email: chris.fluskey@hecuk.net or on Aspire Academy's website: www.aspire-academy.org This includes a consultation questionnaire, which all interested parties are invited to complete and return. We are also happy to receive letters or emails in response to the consultation.

Three open consultation meetings will be held at the Harlow Study Centre, Netteswellbury Farm, Harlow, Essex CM18 6BW on:

- **Monday 9th December 2013, 9.30 – 11.00am**
- **Saturday 14th December 2013, 10.00 – 11.30am**
- **Tuesday 7th January 2014, 7.00 – 8.30pm**

These meetings are open to any member of the Harlow community, Harlow educational establishments, other relevant stakeholders.

Queries, questions, comments can also be made direct to Chris Fluskey: chris.fluskey@hecuk.net