

Appendix 2 – New School Basford

Table 1 – Free school presumption process

Step	Process	Detail	Proposed Timescale
1	Local Authority consultation	Consultation of the proposal with local schools, parents, carers, staff, pupils, school governors and trustees, Diocese representatives, local community, and ward members – Minimum of 4 weeks recommended. Feedback received will help formulate the specification for the school and	Autumn 2025 (Date to be confirmed)
2	Impact and Equalities Assessment	Local authorities should complete the Equality Impact Assessment (EIA) of the impact of the proposal, both on existing educational institutions locally and in terms of impact on particular groups of pupils (and others) from an equality's perspective.	TBC
3	Community Cohesion	When considering the specification, the LA should consider its impact on community cohesion.	TBC
4	School Specification	Local authority should draft the school specification and send to the DfE for approval	TBC
5	Seeking proposals	LA and DfE publish the specification and invite potential sponsors to submit their applications. Recommended to allow 6-8 weeks but if time allows 12-14 weeks may be more appropriate	TBC
6	Notifying the department – specification and proposals	Once the specified date for submitting the proposals to the local authority has passed, the local authority must provide the Secretary of State with details of the steps they have taken to seek proposals, and any proposals submitted to them by that date	TBC
7	Assessing proposals	The assessment of proposals should be based on the criteria as set out in the published specification and a clear and transparent process should be followed. Local authorities should invite a department official to be part of the assessment panel. The department official will take part in the interview panel and provide any relevant and up-to-date information the department holds on the trust to help the local authority identify the best and most appropriate proposal.	TBC

Step 8	Due diligence	The local authority should undertake due diligence checks on all proposers, so that the Secretary of State can be satisfied about their suitability to set up and run a free school, before deciding whether or not to enter into a funding agreement with any proposer.	TBC
Step 9	Local authority recommendation	Local authorities provide their assessments of each proposer, and preferred recommendation, to the Secretary of State. This assessment will enable the RD, on behalf of the Secretary of State, to decide on the most suitable proposer to take forward to open the new free school	TBC