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# Expressions of Interest: Phase 1 of the Special School Organisation Plan

## Section A: Introduction and Evaluation Criteria

Thank you for your interest in hosting a SEN Unit or an Additionally Resourced Provision (ARP). The same form can be used for either an ASC unit or a SLCN unit. We are seeking expressions of interest for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lot | Type | Designation | Maximum Capacity  | Phase |
| Lot 1 | SEN Unit | ASC | 15 places | Primary  |
| Lot 2 | ARP | ASC | 15 places | Primary  |
| Lot 3 | SEN Unit | ASC | 15 places | Secondary  |
| Lot 4 | ARP | ASC | 15 places | Secondary  |
| Lot 5 | SEN Unit  | SLCN  | 15 places | Primary  |
| Lot 6 | SEN Unit  | SLCN  | 15 places | Secondary  |

The deadline for submission is **14 March 2023**. Please return completed expressions of interest to (insert email address)

The following criteria will be used to assess bids:

1. Shared vision and practice of the local area inclusion commitment to improve outcomes for children and young people with special educational needs.
2. Capacity to refurbish existing school spaces to support the delivery of the SEN Unit or ARP – through physical net capacity or PAN reduction.
3. Leadership capacity to deliver the SEN Unit or ARP effectively as part of their school.
4. Schools rated Ofsted Good or Above. If below, evidence of an improvement action plan to support the appropriateness of a SEN Unit or ARP.
5. If multiple bids of suitable standard are received, geographical location may be used as an additional factor in phase 1, with the aim of selecting location(s) that support ease of access across the Borough. Geographical location is likely to be a more significant criteria in later rounds, to facilitate geographical coverage across the Borough, as the total number of units / ARPs increases.

Bids will be scored for criteria (i) to (iv) using a 4-point scale where:

0 = The evidence and argument contained in the application is ‘insufficient’.

1 = The evidence and argument contained in the application is ‘adequate’.

2 = The evidence and argument contained in the application is ‘good’.

3 = The evidence and argument contained in the application is ‘excellent’

To progress, the proposal needs to be at least adequate in all of criteria (i) to (iv).

If more expressions of interest are received in any category than the number of SEN Units or ARPs required, the successful bid(s) will be selected based on the overall average score from the quality criteria above and their capital viability score. Please see Table 1 in the Appendix for further details on scoring. Criteria (v), geographic locations would be considered at this stage if there is a marked difference in ease of access for learners and carers between possible locations.

Capital viability will be scored on a 0 to 4 scale where 0 is estimated to be most expensive and 4 least expensive. The detailed criteria are summarised in the appendix and may require additional information gathered through a site visit but in summary:

* Proposals requiring new builds will be expected to be more expensive than those using existing space.
* Refurbishment costs will be estimated from the proportion of space matching [BB104](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/905693/BB104.pdf) space guidelines (see Appendix) and other relevant factors. It will be important therefore for bidders to demonstrate the suitability of existing accommodation and the extent to which modifications or refurbishments will be needed.

A panel of Officers from across the H&F Local Area partnership will moderate all applications. Once all applications have been moderated, decisions will be communicated to each applicant.

## Section B: Area of Interest and Applicant Details

**Please select the category of your expression.** Choose an item.

**Name of school:** Click or tap here to enter text.

**Name of academy trust/federation (if applicable):** Click or tap here to enter text.

**Name of lead contact for application:** Click or tap here to enter text.

**Job title:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Phone number:** Click or tap here to enter text.

## Section C: Supporting Information

**Please detail your vision for the SEN Unit or ARP, including:**

* How the SEN Unit or ARP will be a core part of the school?
* How will you ensure quality provision and staffing within the SEN Unit or ARP?
* How will you ensure that your school and SEN Unit/ARP will are system leaders and role model inclusive practice.
* How will you promote engagement with families of SEN Unit or ARP pupils?

Click or tap here to enter text.

**Capital viability:**

**Will you require new accommodation to deliver the SEN Unit or ARP?**

Yes [ ]  No [ ]

**Do you have existing accommodation that can be utilised or adapted for the SEN Unit or ARP?**

Yes [ ]  No [ ]

**Would there be any refurbishment or building modifications needed to deliver the SEN Unit or ARP?**

Yes [ ]  No [ ]

**Please detail your accommodation proposals for the SEN Unit or ARP:**

Click or tap here to enter text.

 **Site map with proposed location on site attached** [ ]

 **Institutional quality**

In making a judgement on scoring, the LA will take account of the current strength of the school based on published data and information held by the DfE and the Local Authority.

**Current Ofsted rating:** Click or tap here to enter text.

**Date of Ofsted rating:** Click or tap here to enter text.

**Institutional financial health – please provide details of your current financial health, including:**

* Your approach to good financial planning over the financial year
* A summary of your forecasted balances over the next 3 years
* If the school budget is likely to go into deficit
* If an audit or financial health check has been completed, a summary of the findings.
* How would SEN Unit or ARP funding be ring fenced for its core purpose as part of the delegated school budget.

Click or tap here to enter text.

**Pupil outcomes:**

Please detail your track record in supporting children and young people with SEND, as well as their families, to help them achieve the best possible educational and wider outcomes.

These descriptors are a guide:

* High quality provision to meet the needs of children and young people with SEND.
* A focus on inclusive practice and removing barriers to learning.
* Successful preparation for transition to next destination.
* Evidence that decisions are in line with LBHF policy and guidelines and informed by the insights of parents, children, and young people.
* How SEND policy and practice is monitored in the setting.
* Promotion of positive outcomes in the wider areas of personal and social development.
* How evidence-based approaches are embedded in practice.

You may wish to submit suitable evidence which may include case studies and any external verification.

Click or tap here to enter text.

**Governance**

Please detail how the governance of the SEN Unit or ARP will be incorporated at school, (Local) Governing Board and/or Trust level.

Click or tap here to enter text.

**Is your GB/Trustee in agreement for this development?**

Yes in full agreement [ ]  Yes in principle subject to further details being provided [ ]  No agreement in place [ ]

**Leadership and management**

Please detail your proposed management arrangements for the SEN Unit or ARP and how you will ensure strong and effective leadership and management for the provision as part of your school.

Click or tap here to enter text.

**Thank you for your application.**

# Appendix: Scoring criteria

(Note ASC and SLCN units scored separately due to different area criteria)

**Table 1: Summary of evaluation criteria**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Question | Scoring | Citeria | Score | Note |
| 1 | Does the school bid evidence inclusive practice to a suitable standard, good institutional quality, financial health, pupil outcomes and leadership and governance? | 0-4 | • Vision and ethos• Institutional Quality• Institutional Financial Health• Pupil Outcomes• Leadership and Governance |   | Record average score. |
| 2 | Are any scores from individual criteria in 1a <1? | Y / N |   |   | All individual scores in Q1 >0 to be considered further |
| 3 | Does the proposal provide sufficient total space for the SRP | Y/N | a) Minimum 135 sq m based on BB104 fig 11 for 15 ambulant pupils in SRP (any age) for SLCN SRP / 217sq m for SLCN units |   | If outcome is N the bid is rejected at this stage. |
| b) Preference of >=154 sq m for ASC SRP (i.e. above the mid-point between min and max recommended gross area 135 - 172.5 sq m range) / 247 sq m for units |   | Larger area recommended for ASC pupils. If outcome is N the bid is rejected at this stage |
|   | **Bids that pass Qs 1 - 3 would require more detailed evaluation from Surveyors** |
| 4 | Rank order of estimated cost of remodelling / new build - SLCN bids only | 0-4 | 4 = cheapest, 0 = most expensive with others placed pro-rata in between |   | Estimates based on (a) new build more expensive than refurbishment. (b) Use proportion of specific areas that are available that match BB104 criteria as approximate guide and EBDOG benchmarking costs. See "BB104 net areas” for details |
| 5 | Rank order of estimated cost of remodelling / new build - ASC bids only | 0 - 4 | 4 = cheapest, 0 = most expensive with others placed pro-rata in between |   | ditto |
|  | **Total score** | **out of 8** |  |  | **highest score wins (scored separately for SLCN and ASC units)** |

Detailed information on area / space requirements can be found in [Building Bulletin 104 (BB104](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/905693/BB104.pdf)). For ease of reference the key criteria are summarised below. It is not expected that accommodation will exactly match requirements without modification, but demonstrating the suitability of the accommodation will help inform cost estimates for criteria 4 (SLCN) or criteria 5 (ASC).

 **Summary of area requirements**

In outline, headline space requirements are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SRP Area Guide** |  |  |  |  |
| Gross area range: 135 m2 – 172 m2Learning resources, dining & social; 39 m2 - 84 m2.  ASD / ASC provision towards the upper part of the range. |  |
|  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| **Unit/ SLCN Area Guide** |  |  |  |
| Gross area range: 217 m2 – 262 m2 |  |  |  |
| Within the gross area:* Learning resources, dining & social; 27 m2 - 50 m2
* Classroom space (typically 49-56 m2
 |  |  |
|  |  |  |  |
|  |  |  |  |  |
| **Unit/ ASD Area Guide** |  |  |  |
| Gross area range: 247 m2 – 292 m2 |  |  |  |
| Within the gross area:• Learning resources, dining & social; 33 m2 - 50 m2 • Classroom space (typically 49-56 m2 See [BB104](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/905693/BB104.pdf) for more detailed additional space requirements |
|  |  |  |  |  |
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