**PERMISSION TO SEEK GRANT FUNDING FOR NEW OR EXPANDING NURSERY PROVISION or WISHING TO REGISTER INTEREST**

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| This form must be completed and returned to the Diocesan Director of Education (DDE) (Tim Reid – treid@cofe-worcester.org.uk). Written confirmation of receipt and consent (where appropriate) will be provided by the DDE on behalf of the Diocesan Board of Education (DBE). **An initial conversation to discuss potential bids is expected before form submission**. Please contact the DDE on the email address above. Any associated building work will also require consent, please complete the DBE [building works consent form](https://www.cofe-worcester.org.uk/content/pages/documents/wdbe-building-works-form-2024.docx) and refer to the [building works protocol.](https://www.cofe-worcester.org.uk/content/pages/documents/wdbe-protocol-and-consent-for-building-works-in-ce-schools-and-academies-sept-2024-1-.doc) **For Maintained Schools**, where it is proposed to establish a new nursery class as part of an extended school age range, this requires consultation in line with the process set out in the [Significant Change Guidance](https://assets.publishing.service.gov.uk/media/66fd10f9e84ae1fd8592ec61/Making_significant_changes_prescribed_alterations_to_maintained_schools_2024.pdf). This includes public consultation and a requirement to consult the site trustees and DBE. Changes to school admissions arrangements arising from the change will require consultation and/or approval (see paragraphs 1.45 - 1.48 and 3.6 – 3.7 of the [School](https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf) [admissions code 2021](https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf)).**For Schools in Academy Trusts, w**here it is proposed to establish a new nursery class as part of an extended school age range, this requires consultation in line with the process set out in the [Making significant changes to](https://assets.publishing.service.gov.uk/media/670f97de3b919067bb48325b/Making_significant_changes_to_an_academy_October_2024.pdf) [an academy](https://assets.publishing.service.gov.uk/media/670f97de3b919067bb48325b/Making_significant_changes_to_an_academy_October_2024.pdf) guidance. Academies will need to update their funding agreement by way of a deed of variation to reflect any changes. Changes to school admissions arrangements arising from the change will require consultation and/or approval (see paragraphs 1.45 - 1.48 and 3.6 – 3.7 of the [School](https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf) [admissions code 2021](https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf)).Church schools and academy schools are normally situated on freehold land held by site trustees subject to the educational endowment on which it was provided and articulated in the underlying trust deed. **Check the wording of the trust deed** for the school to ensure that the proposed nursery provision does not inadvertently breach the trust. For example, where a trust deed refers to ‘for the purposes of a church school’, the school age can only be lowered to age 2 and above or a trust modification order may be required. Where it is proposed to occupy part of the school for the purposes of running nursery provision, legal advice should be sought to ensure that appropriate occupation arrangements are put in place e.g. lease, licence to occupy or transfer of control agreement.  |
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| **School Details** |
| **Name of School or Academy** |  |
| **Voluntary Aided / Voluntary Controlled (if a maintained school)** |  |
| **Name of Trust (if an academy)** |  |
| **School Address** |  |
| **Name and email address of Chair of Governors / Trust Board\***  |  |
| **Name and email address of Headteacher / CEO\*** |  |
| **School contact number** |  |

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| **Details of proposed change to age range to include/expand nursery provision** |
| **Current age range** |  |
| **Proposed age range** |  |
| **Date from which the change of age range is proposed to take effect.** |  |
| **Please fully state the reason(s) for your request to change the age range.** |  |
| **Please fully state what financial implications this will have on the school / academy.**  |  |
| **Please fully describe what impact this will have on neighbouring schools.** |  |
| **Please fully describe how your proposals meet local community demand.**  |  |
| **Please attach evidence to support where legal advice has been sought to ensure appropriate occupation arrangements are in place.** |  |
| **Please attach evidence to confirm that proposed nursery provision does not breach the trust deed for your school.** |  |

Please confirm you meet all terms and conditions needed for consent to be considered by signing below:

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| **Signed (Chair of Governors / Trust Board\*)** |  |
| **Date** |  |

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| **Signed (Headteacher / CEO\*)** |  |
| **Date** |  |

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| **Signed (on behalf of Site Trustees, where applicable)**  |  |
| **Date** |  |