



Application Process: Secretary of State's Approved List of Independent Special Schools and Special Post-16 Institutions

Institutions should read the [application completion guide](#) before commencing the application process. Incorrect or omitted information may result in your application failing.

I can confirm the guidance has been read

Section 1: Institution type and trading information

1. What type of institution you are applying as?	
a. Independent special school (England and Wales) in England legally known as independent educational institutions	<input type="checkbox"/>
b. Special post-16 institution	<input type="checkbox"/>

2. What is the legal status of your organisation?	
The institution must be legally established before the application closing date to be eligible to apply	
Limited company	<input type="checkbox"/>
Incorporated charity	<input type="checkbox"/>
Charitable incorporated organisation	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Limited liability partnership	<input type="checkbox"/>
Sole trader	<input type="checkbox"/>

Other	<input type="checkbox"/>
Please detail	
3. What is your company and/or charity registration number?	
Companies House registration number (if this applies)	-----
Charity Commission registration number (if this applies)	-----

4. What is your Department for Education registration number? This is mandatory for all independent special schools.	
Department for Education registration number: [3 digit code LA code and 4 digit Establishment no as detailed on Edubase]	--- / ---

5. What is the institutions trading name and address?	
This will be the name that will appear on the Secretary of State Approved List alongside your legal name (as it appears on Companies House / Charity Commission) should you application be successful	
Institution name (trading name):	
Trading address	
Postcode:	

Section 2: Institution contact information

6. What is the name and contact details of the principal/head.	
Title:	
First name:	
Surname:	
Direct telephone number:	
Business email address:	

7. What are the contact details for the primary contact (person completing this application)? Only to be completed if differ to the principal/head	
Title:	
First name:	
Surname:	
Direct telephone number:	
Business Email Address: [This email address will be used to notify you of the outcome of your application]	

Section 3: Financial health assessment

8. What financial documentation are you submitting in support of this application?	
Only ten documents can be submitted with your application – each document should be less than 10 megabytes in size.	
Audited financial statements (not abbreviated) for the last two years ¹	<input type="checkbox"/>
Costed business plan must include a minimum of: <ul style="list-style-type: none"> a. 12 month forecasted income and expenditure; and b. cash flow forecast; and c. projected balance sheet; and full explanation of assumptions behind the figures provided. 	<input type="checkbox"/>

¹ If the special school or post 16 institution does not have a legal status in its own right and is part of a larger organisation 'Umbrella' organisation, please submit the financial statements of the 'Umbrella' organisation.

Section 4: Student cohort

9. For the 2014/15 academic year, please detail the age range and volume of students who will be at your institution during this year?			
Age range		Total number of students	No. of students with an Education Health and Care (EHC) Plan, Learning Difficulty Assessment (LDA) or Statement of Special Educational Needs (Statement)
Pre16 years	<input type="checkbox"/> Pupils in schools can only be subject to a statement or EHCPlan
16-18 years	<input type="checkbox"/> Pupils will only be subject to a statement or EHCPlan
19-25 years	<input type="checkbox"/> Post-16 institutions only - not applicable for schools Students will only be subject to a LDA / EHCPlan
25 years plus	<input type="checkbox"/>	Not applicable

Section 5: Type and quality of provision

10. What type of provision does your organisation offer?	
Day placements only	<input type="checkbox"/>
Residential placements only	<input type="checkbox"/>
Day and residential placements ²	<input type="checkbox"/>

² Institutions which have both day and residential placements must provide the most recent inspection reports relating to both education and care – if this is omitted it may result in the institution failing the application process

11. Has your institution been inspected by one or more of the following?

Education inspection – Ofsted

	Ofsted URN No. / reference number	Date of inspection	Rating	Link to inspection report (from inspectorate website)
Last full education inspection				

Education inspection – Independent Schools Inspectorate

	Reference number	Date of inspection	Rating	Link to inspection report (from inspectorate website)
Last full education inspection				

Education inspection – Estyn

	Reference number	Date of inspection	Rating	Link to inspection report (from inspectorate website)
Last full education inspection				

Education inspection – Other inspectorate

	Reference number	Date of inspection	Rating	Link to inspection report (from inspectorate website)
Last full education inspection [Insert inspectorate name]				

Social care inspection – Ofsted

Include inspections for all houses / accommodation which have been subject to inspection and are linked to the institution

	House / residence name	Social care reference / URN	Date of inspection	Rating	Link to inspection report (from inspectorate website)
Last full care inspection					
Last full care inspection					
Last full care inspection					
Last full care inspection					
Last full care inspection					

Social care inspection – Care Quality Commission

Include inspections for all houses / accommodation which have been subject to inspection and are linked to the institution

	House / residence name	Social care reference	Date of inspection	Rating	Link to inspection report (from inspectorate website)
Last inspection					
Last inspection					
Last inspection					
Last inspection					
Last inspection					

Social care inspection – Care and Social Services Inspectorate Wales

Include inspections for all houses / accommodation which have been subject to inspection and are linked to the institution

	House / residence name	Social care reference	Date of inspection	Rating	Link to inspection report (from inspectorate website)
Care and Social Services Inspectorate Wales last inspection					

Social care inspection – other inspectorate

Include inspections for all houses / accommodation which have been subject to inspection and are linked to the institution

	House / residence name	Social care reference	Date of inspection	Rating	Link to inspection report (from inspectorate website)
Other inspectorate: [Insert inspectorate name]					

12. Is your institution due to be inspected by one or more of the following?

Only relevant for institutions who have not previously been subject to inspection

Planned inspection – Education provision

	Reference number	Date of inspection	Rating	Link to inspection report (from inspectorate website)
..... [Insert inspectorate name]				

Planned inspection - Social care inspection

	House / residence name	Reference	Date of inspection	Rating	Link to inspection report (from inspectorate website)
..... [Insert inspectorate name]					

Section 6: Declaration

I can confirm that the information submitted is accurate and am duly authorised to submit this application on behalf of the institution

Name: _____ Date: _____

Subject to the application being successful, I confirm that the institution agrees to be named on the Secretary of State for Education's approved list which will include the institution's trading and legal (as it appears on Companies House and/or Charity Commission) names

Name: _____ Date: _____