

Email: eleanor.keech@education.gov.uk

Mark Neild
SFAET Ltd
The Royal Liberty School
Upper Brentwood Road
Romford
RM2 6HJ

3 July 2025

Dear Mark,

I am pleased to advise that Sean Hilditch, Head of Delivery for the North East London Team, has approved your request to make a significant change to The Royal Liberty School by introducing a new SEND Unit for up to 30 places with effect from 1 September 2025. This change is also approved retrospectively from 1 September 2024.

It should be noted that the significant change guidance makes it clear that implementing a significant change without following the significant change process could put trusts in breach of their funding agreement. This includes any changes instigated by the local authority. If there is a future breach, the Department will assess the suitability of issuing a Notice to Improve (Ntl) or Ntl Warning Letter.

Your Funding Agreement will need to be amended to formalise this change through a Deed of Variation. Once you have agreed and completed the required paperwork, a draft Deed of Variation should be sent to eleanor.keech@education.gov.uk for approval. Once the draft version of the Deed of Variation has been approved, you will need to produce one original copy that has been signed but not dated. You should then send the signed copy to eleanor.keech@education.gov.uk to be signed and sealed on behalf of the Secretary of State for Education. A scanned copy of the signed and sealed Deed of Variation will be returned to you via email.

Please do not hesitate to contact me with any further queries.

Yours sincerely,

Eleanor Keech
Delivery Officer
London Region, Regions Group