

Schools becoming academies: conversion process

Registration

1. Register your interest using the on-line form.
2. A named contact in Department for Education (DfE) will work with you through the conversion process.
3. Governing body starts the consultation required by legislation with interested parties (can start later but must be completed before Funding Agreement).

Application to convert/ pre-approval checks

1. Your governing body and Foundation (if relevant) pass a resolution in favour of academy conversion.
2. Discuss your plans to support another school to raise standards with your named DfE contact.
3. Local Authority/ governing body start the TUPE process.
4. Secretary of State will be asked to approve your proposal.

Achieve Funding Agreement

1. Finalise governance documents based on DfE model documents provided.
2. Register the Academy Trust with Companies House.
3. Agree leasing arrangements for the school land and buildings.
4. Local Authority/governing body complete the TUPE process.
5. Governors complete required consultation with interested parties.
6. Submit the Funding Agreement to the Secretary of State for approval.

Pre-opening

1. CRB checks carried out as necessary.
2. Put new financial systems and contracts in place.
3. Complete academy registrations e.g. with exam bodies.

3 months from registration to opening

→ Academy Opens