

## **Central Bedfordshire Schools How to convert to academy status**

### **Considering conversion**

Governors consider collectively whether to apply for academy status. If you decide to explore this, you may wish to set up a small working group to lead on research and practicalities and report back. The process for academy conversion is given in full online at the links below, along with document templates.

### **Before you apply**

Academy conversion is a multi-stage process and thorough preparation and planning is key. Before you submit a formal application to convert, key tasks include the following:

- Register your interest with the DfE
- Gain initial consents/resolutions from the governing body, the Diocese, and any trustees
- Make plans for how and when you will organise statutory consultation
- Gather any land registration documents
- Create a list of all contracts and assets
- Factor in initial informal discussions with staff about TUPE processes.

### **LA notification, consent and timescale**

When you apply, if you have not already done so, you should notify your local authority of your plans to convert to academy status. In some circumstances you may need your LA's formal approval to convert to academy status; check if they have any internal processes or timescales that you will need to take into consideration.

### **DfE timescale**

Your formal application to the DfE will take 2 – 6 weeks to assess.

*(cont. overleaf)*

## **Once your academy order is granted**

- This triggers the DfE support grant for the conversion process and funding allocation pack
- If you are using a solicitor/legal adviser, you should appoint them now
- You can then start the process of setting up your academy trust. Key tasks include:
  - Statutory consultation (if you have not already done this)
  - Setting up an academy bank account
  - Land and title checks
  - Submit draft memorandum and articles of association
  - Submit draft funding agreement
  - Appoint academy members and directors. (you must involve the Diocese)
  - Transfer of responsibilities including land, staffing, contracts
  - Completion of other practicalities in preparation to open as an academy – including DBS checks, insurance, and finalising the funding agreement.

### **The DfE's step by step guidance for maintained schools on how to convert to academy status:**

[www.gov.uk/guidance/convert-to-an-academy-information-for-schools](http://www.gov.uk/guidance/convert-to-an-academy-information-for-schools)

### **DfE related documents for academy conversion:**

[www.gov.uk/government/collections/convert-to-an-academy-documents-for-schools](http://www.gov.uk/government/collections/convert-to-an-academy-documents-for-schools)

### **DfE Model documents for church schools converting to academies:**

[www.gov.uk/government/publications/church-academies-model-documents](http://www.gov.uk/government/publications/church-academies-model-documents)

**The Academies Financial Handbook 2018 edition** – this core document is issued by the Education and Skills Funding Agency, and describes financial requirements for academy trusts:

[www.gov.uk/government/publications/academies-financial-handbook](http://www.gov.uk/government/publications/academies-financial-handbook)