

↑ Overall process can typically take between 3 and 4 months ↓

Registration

1. Schools Register interest using the on-line form.
2. A named contact in Department for Education (DfE) contacts the school and supports them through the conversion process.
3. School governing body starts the consultation required by legislation with interested parties (can start later but must be completed before Funding Agreement).

Becoming an Academy: conversion process

Application to convert/ pre-approval checks

1. School governing body and Foundation (where relevant) pass a resolution in favour of academy conversion.
2. School submits application to convert form to DfE.
3. Schools develop plans to support another school to raise standards and discuss with named DfE contact.
4. Local Authority/ governing body start the TUPE process.
5. Secretary of State approves school proposal and issues Academy Order.

Achieve Funding Agreement

1. School submits grant claim to DfE and receives £25,000 grant to cover costs associated with the conversion process.
2. School finalises governance documents based on DfE model documents provided.
3. School registers the Academy Trust with Companies House.
4. School agrees leasing arrangements for the school land and buildings.
5. Local Authority/governing body complete the TUPE process.
6. School completes required consultation with interested parties.
7. School submits the Funding Agreement to the Secretary of State for approval.

Pre-opening - Opening

1. YPLA provide school with indicative funding letter.
2. DfE sign and seal Academy funding agreement.
3. School undertakes CRB checks as necessary.
4. School puts new financial systems and contracts in place.
5. School completes academy registrations e.g. with exam bodies.
6. School opens officially as an Academy