

# FAQs - converting to academy status

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These are the frequently asked questions (FAQs) we get asked by maintained [schools](#) looking to [convert to academy status](#) and groups of schools wishing to form a multi academy trust. These questions are also relevant to schools looking to convert to academy status and join an existing multi academy trust.

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## Application to convert

1. How does my school apply for academy status?



2. When can we apply for our conversion grant?



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## Consultation

3. What is the general consultation requirement?



4. When should this consultation take place?



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## Process

6. What is the process for converting to academy status?



7. How many governing body meetings should be held during the process?



8. When is the last point at which the school can change its mind about conversion?



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## Governance

9. What are the memorandum and articles of association?



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10. Who are the members?



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11. Who are the trustees?



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12. Who should be the company secretary? Do we need one?



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## Funding

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13. When will we find out how much funding we will receive from the DfE?



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14. When can we open the bank account?



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## Commercial Transfer Agreement

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15. What if the terms of the Commercial Transfer Agreement cannot be agreed with the local authority?



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16. We are a foundation or voluntary aided school and therefore already the employer of our staff. Why do we need to collate all of the staffing information for the Commercial Transfer Agreement?



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17. We have had construction works at the school. Do we need to do anything?



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## Transfer of staff

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18. What is 'TUPE' and what does it do?



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19. Do we need to consult with staff and/or trade unions?



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## The school land

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20. Will the academy trust own the school's land and buildings?



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## Post-conversion

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21. Are all staff required to have new DBS checks on conversion?



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## Our expertise