



Primary/junior/infant school application to convert to academy status

Please complete all relevant fields with information.

Please note that information provided on this application form, including personal information, may be subject to publication or disclosure in accordance with the access to information regimes, primarily the Freedom of Information Act 2000 and the Data Protection Act 1998.

1. Basic details

FULL school name and postal address	
Local authority and LA/ESTAB number	
School URN	
Name of headteacher	
School email address	
Telephone number (Other contact number)	
Name of chair of governing body	
Email address	
Telephone number (Other contact number)	
Main contact for the conversion process. <u>If not one of the above</u> , include role, email address and telephone number	

2. Conversion date

<p>Your conversion date will be scheduled for approximately five months from the 1st of the month following the month in which you apply.</p> <p>If you wish to convert on an alternate date, please give the date and your reasons.</p>	<p>Please confirm the date on which you wish to open as an academy.</p>
---	---

3. Multi-academy trust or single academy trust

Are you applying to join a multi-academy trust or as a single academy trust? Please mark the relevant box.	Multi-academy trust		Single academy trust	
If you are joining an existing multi-academy trust, please give the name of the trust that the school is joining.	Name of trust: Trust has consented to your school joining them:			
If you are forming a new multi-academy trust, please give the name of the trust (if known), and the names of the other schools in the trust.	Name of trust: Other schools in trust:			
If you are applying as a single academy trust, please state the name of the school(s) you will be supporting and what support you will be providing.	Name: Support:			

Governance

Number of members of the trust Names of members Experience/background	
Total number of people on the board of trustees Name of the chair of the trust Experience/background	
Name of the finance director Experience/background	
Name of the HR director Experience/background	
Name of the head of school improvement Experience/background	

4. Finances

	31 March 2016	31 March 2017
Please state what the <u>REVENUE</u> carry forward was/will be at the following dates:		

Please mark as surplus or deficit		
Please state what the <u>CAPITAL</u> carry forward was/will be at the following dates:		
Please mark as surplus or deficit		

Where the revenue or capital balance is lower at the end of the 2017 financial year than at the end of the 2016 financial year, please provide a summary of the reason for this in the box below.

If the school has a **deficit**, it would be helpful to know why – please give brief details in the box below.

Please note: as part of the assessment, your school will be asked to supply budget forecasts showing current expenditure and how it expects to reach a balanced budget within 2-3 years. The department's preferred format for that information is for income and expenditure to be set out using the Consistent Financial Reporting codes. If you are able to submit this with your application, please do. Don't worry if this is not possible at this stage: your project lead will discuss this with you on receipt of the application. If your school has a deficit recovery plan agreed with the LA, please send that with your application form.

If the school has any existing loan(s) and/ or lease(s), please provide details in the box below as follows:

- a) loan provider, total amount, schedule of repayments and interest rate
- b) lessor with details of arrangement, timescale and charges.

5. Additional information

<p>Please confirm the date of the school's most recent Ofsted inspection and the school's overall grade.</p> <p>(Please also confirm if the school has recently been inspected by Ofsted but the report has not yet been published.)</p>	<p>Details</p>
<p>Is your school part of an LA reorganisation?</p>	<p>Yes/No</p>
<p>If yes, please provide brief details below:</p>	
<p>Is your school part of any LA closure plans?</p>	<p>Yes/No</p>
<p>If yes, please provide brief details below:</p>	
<p>Is your school part of a federation (The School Governance (Federations) (England) Regulations 2012)?</p>	<p>Yes/No</p>
<p>If the answer is yes, you must ensure that the application for an academy order complies with the School Governance (Federations) (England) (Amendment) Regulations 2015 (1554).</p>	
<p>Is your school linked to a diocese?</p>	<p>Yes/No</p>
<p>If yes, please give the name of the diocese:</p> <p>(Please send in the diocese's letter of consent with your application form either by post or via the email address applications.academies@education.gsi.gov.uk – we will be unable to progress your application without this consent.)</p>	
<p>Is your school supported by a foundation, trust or other body (e.g., parish council) that appoints foundation governors?</p>	<p>Yes/No</p>
<p>If yes, please give the name of the this body:</p> <p>(Please send in their letter of consent with your application either by post or via the email address applications.academies@education.gsi.gov.uk. We will be unable to progress your application without their consent.)</p>	
<p>Does your school currently have an exemption, issued by the local Standing Committee on Religious Education (SACRE), from providing broadly Christian collective worship?</p>	<p>Yes/No</p>

If yes, when does the exemption expire?	
---	--

Land and buildings

Who currently owns/holds the school building and associated land?	
Is any part of your school's facilities used by or shared with organisations other than the school? This could include hire of school hall or playing fields by community groups.	Yes/No
If yes – please provide below details below of the shared use:	
Are there any building works planned or ongoing at the school?	Yes/No
If yes, please provide details below of what is being done, the scheduled completion date and whether the arrangements for funding will be affected by conversion:	
Is there a nursery, children's centre, swimming pool, leisure centre, community library or any other shared facility on site?	Yes/No
If yes, please state below what, and whether the school has any proposals to retain (or acquire) the facility as part of the conversion process:	
Has your school been in receipt of any grants from Sport England, The Big Lottery Fund, or the Football Federation?	Yes/No
If yes, please state below which body awarded the grant(s), how much they were for and what facilities were funded:	
Is your school part of a PFI scheme?	Yes/No
Is your school part of the Priority School Building Programme?	Yes/No
Is your school part of the Building Schools for the Future programme?	Yes/No

Consultation

<p>The governing body has discussed the statutory consultation exercise and considered its equality assessment needs.</p> <p>We will require confirmation that the governing body has considered what plans it has for the statutory consultation exercise and any equality impact assessment. Your project lead will contact you to discuss this.</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>Please provide below any other information you think may be significant for the school's conversion to academy status:</p>	
<p>Would the school be interested in finding out more about sponsoring another school?</p>	<p>Yes/No</p>
<p>What prompted you to apply for academy status? Please tick any that apply</p>	
<p>Information at a FASNA/SSAT Event:</p>	
<p>Another academy or academy sponsor:</p>	
<p>The Academies Show:</p>	
<p>Letter from DfE:</p>	
<p>A DfE project lead</p>	
<p>Other – give details below:</p>	

6. Academy support grant

Please complete the school's bank details below so we can pay your £25,000 support grant promptly following the award of an academy order. To claim this grant, you must agree to the terms of the support grant as set out in the support grant certificate available on the GOV.UK website [here](#). Please indicate you have read and agree to the terms by putting a cross in the box below (claims that do not include this will not be processed and you will not be paid).

<p>I confirm I wish to claim the £25,000 support grant and I agree to be bound by the terms of the support grant certificate</p>	<p>YES</p>	<p>NO</p>

Name of bank									
Bank branch address									
Bank account name									
Sort code									
Account number									

7. Declaration

By submitting this application we, the governing body of the school named in this application, confirm that:

- we have the authority to resolve that our school should become an academy;
- all the information included is true and accurate to the best of our knowledge;
- if the school is a foundation or voluntary school that has a foundation and there is a diocese, trust, or other body that appoints governors in our school, then that body and the trustees of the school have separately agreed that we may convert to academy status. (A letter stating this will be sent from that body to the department. Project leads will need to receive this consent letter before our application can be processed);
- a resolution to apply to convert to academy status has been held and carried and a record of this decision is available should departmental officials wish to see it;
- if the school is part of a federation, we have complied with the requirements in The School Governance (Federations)(England) (Amendment) Regulations 2015 (1554) when passing the resolution to apply to convert to academy status, and a record of the voting is available should departmental officials wish to see it;
- we will, in accordance with Section 5 of the Academies Act, consult with any stakeholder we consider relevant to our conversion and also consider any equality needs, and that this consultation will be completed before we sign our funding agreement;
- there are no financial or safeguarding investigations ongoing at our school;
- individuals who will act as members and trustees of the proposed academy trust, as well as the individuals associated with it, must ensure that principles are promoted which support fundamental British values, including: respect for the basis on which the law is made and applied in England;

respect for democracy and support for participation in the democratic processes; support for equality of opportunity for all; support and respect for the liberties of all within the law; and respect for and tolerance of different faiths and religious and other beliefs;

- we accept that the department may ask for any additional information as they see fit to assess our application and that as a condition of our conversion we shall provide it;
- should any information presented in this application be revealed to be false or misleading, our application may be rejected and our academy order potentially rescinded if it has already been awarded.

Name and position of the person that completed this form	
Date form was completed	

Supporting notes for schools to fill in the form

1. Basic details

We will automatically generate historic data sets for your school's performance, including pupil progress, over the last four years from published data. Your project lead will be in touch to discuss your predictions for your school's performance for the coming year.

2. Conversion date

The default conversion date is 5 months from the month of application - a straightforward conversion will take around 5 months to complete. If the school is part of a PFI contract, it can take 6 months or longer to complete the process. If you would prefer to opt for an alternative date, please state this on the application. Your project lead will discuss this with you in more detail either whilst processing your application or as soon as you gain an academy order.

3. Multi-academy trust or single academy

There are two types of academy trust:

- a. multi-academy trust (MAT) - MATs run more than one academy. The MAT is a charitable company with a single set of articles of association. It is a single legal entity accountable for a number of academies; its board of trustees is accountable for all the academies in the trust. The trust enters into a master funding agreement (MFA) with the Secretary of State, and into supplemental funding agreements (SFA) for each academy it operates.
- b. single academy trust (SAT) – a SAT is responsible for one academy. It has its own articles of association and funding agreement with the Secretary of State. Its board of trustees is accountable for that one academy only.

We believe all schools, including those performing well, will benefit from being in a multi-academy trust. We want schools to operate in strong, resilient structures which raise standards. Multi-academy trusts bring together leadership, autonomy, funding and accountability in a single structure, and are the best long-term formal arrangement for schools to collaborate and support each other.

Because of these benefits, we expect that most schools will form or join multi-academy trusts as they become academies. Effective schools can apply to become single academy trusts, but will need to demonstrate that they are performing well and can be successful and sustainable alone. We expect most small schools will be part of a multi-academy trust helping to secure their long term success.

3a. Multi-academy trust

You can apply to form a multi-academy trust with other schools, or join an existing multi-academy trust.

If you are **joining an existing multi-academy trust** you must confirm that the established trust consents to your school joining them. Please send in their letter of consent with your application either by post or via the

email address applications.academies@education.gsi.gov.uk. We will be unable to progress your application without their consent.

Forming a new trust – please give the name of the trust and the other schools that intend to join.

Structure of MAT—please give as much information as possible on who the members and trustees are/will be and how it is/will be structured, for example in a diagram. If you are forming the trust with other schools, we recognise you may not have come to a firm decision on its structure yet, but it will be very helpful to see the early stages of your planning.

3b. Single academy trust

Each application to become a single academy trust will be considered on a case by case basis, with the decision being informed by various factors. These include:

- your school’s exam results from the last 3 years
- the progress your pupils have been making over the last 3 years
- your most recent Ofsted inspections
- your school’s capacity to be successful and sustainable as a single academy
- your school’s finances.

Supporting another school - as part of the conversion process, we expect Ofsted rated “outstanding” or “good with outstanding features” schools which convert into an academy to commit to support at least one weaker school in return for academy status.

3.2 Trust governance

All academy trusts will need to demonstrate that they can fulfil the following functions:

- a. ensuring clarity of vision, ethos and strategic direction
- b. holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- c. overseeing the financial performance of the school and making sure its money is well spent.

As part of the conversion process, we will expect your governing body to consider its governance structure and arrangements because, as an academy trust, we would expect its board to be lean and tightly run.

We recognise that your governing body may not have reached firm decisions on this yet, including the key roles for the trust, and we are interested in their thinking as it develops – your governing body is not required to commit themselves to plans at this stage.

Your governors may find it helpful to consult further information on the roles and responsibilities of members and trustees which can be found on:

- The Charity Commission website:
 - [Setting up and running a charity](#)

- [Trustee role and board](#)
- The Academies' Financial Handbook, which can be found on the Education Funding Agency's pages on the GOV.UK site [here](#)
- The Governors' Handbook, which can be found on the department's pages on the GOV.UK site [here](#)

Number of founding members of the trust – these will be the individuals who will sign the memorandum of association that sets up the academy trust. The members agree the articles of association for the academy trust and hold the board of trustees to account for the management of the trust. The articles define the charitable purpose of the trust and how it will be run. The minimum number of members is three but we would encourage your governors to consider having five members in order to ensure that the members have the necessary skills and expertise to hold the trustees to account for school leadership/improvement, financial accounting and running a charitable company.

Please give the number of the members of the trust, the number of members who are also trustees, and the number of trustees.

4. Finance

Deficit Reduction Plan - if your school has a deficit of more than 3% of its dedicated School Budget Share, we will need to see a copy of any deficit reduction plan that has been agreed with your LA. If one has not yet been agreed, your project lead will be in touch with you to discuss progress.

5. Additional information

Ofsted – please complete with the overall grade of your last published Ofsted inspection. Your project lead will discuss the report with you. If you have been inspected by Ofsted very recently and the report has not been published, please let us know. Your project lead will discuss this with you.

Consent of Diocese, Foundation, Trust or other body – your project lead will need to see evidence of this in order to progress your application. You may send in a copy of their letter of consent electronically via applications.academies@education.gsi.gov.uk or in hard copy to the department.

If your school is part of a federation, please confirm that your application for an academy order has complied with the relevant regulations (The School Governance (Federations) (England) (Amendment) Regulations 2015 (1554)).

Building works, shared use including nurseries, Sport England funding, PFI, BSF and PSBP - we do not need full information at this early stage, but it is helpful to know whether your school has any of these arrangements as they typically require additional time to deal with. This could affect your scheduled conversion date.

Any other information – please add any further information you think would be significant for your school's application. Your project lead will be in touch to discuss this with you.

You may also send in any further information via applications.academies@education.gsi.gov.uk or in hard copy to the department.

6. Academy conversion support grant

The conditions of the grant are in the academy financial support grant claim form available on the from the department's pages on the GOV.UK website [here](#). When you have converted to academy status you will be required to confirm that the grant has been spent on the specified purposes only. For ease of reference, the conditions are:

1. Grant may only be used for the following purposes:
 - a) obtaining legal advice in respect of the conversion process;
 - b) the costs of software licence transfers;
 - c) HR/TUPE advice;
 - d) re-branding costs; and
 - e) expenses incurred in setting up of the academy trust.
2. You should retain records to show that the grant has been used for the purposes outlined in (1) above for 6 years after the end of the financial year in which the expenditure has taken place. The books and records of the school relating to the claiming and use of grant will be open to inspection by the National Audit Office and representatives of the Secretary of State as and when they may require.
3.
 - a) In the event of a successful conversion, any unused element of grant should be transferred to the academy trust for the purposes described in its charitable objects, typically the advancement of education. The chair of the governing body will be expected to sign a declaration confirming how much of the grant has been spent at the point of conversion to academy status and, if relevant, how much has been transferred to the academy budget. The chair will send a certificate (which you can download from the DfE pages on GOV.UK [here](#)) to the Secretary of State declaring this and including the exact amounts of grant spent and transferred
 - b) In the event that the conversion does not occur, then any unused grant should be repaid to the Secretary of State within 10 working days of notifying us that you are withdrawing your application to convert.
4. When procuring goods and services for the school or academy, you are reminded of the requirement to comply with EU and UK procurement law and regulations when appropriate.

Please email the completed application form (in Word format) to the following address: Applications.ACADEMIES@education.gsi.gov.uk and copy it to your DfE project lead.

© Crown copyright 2016