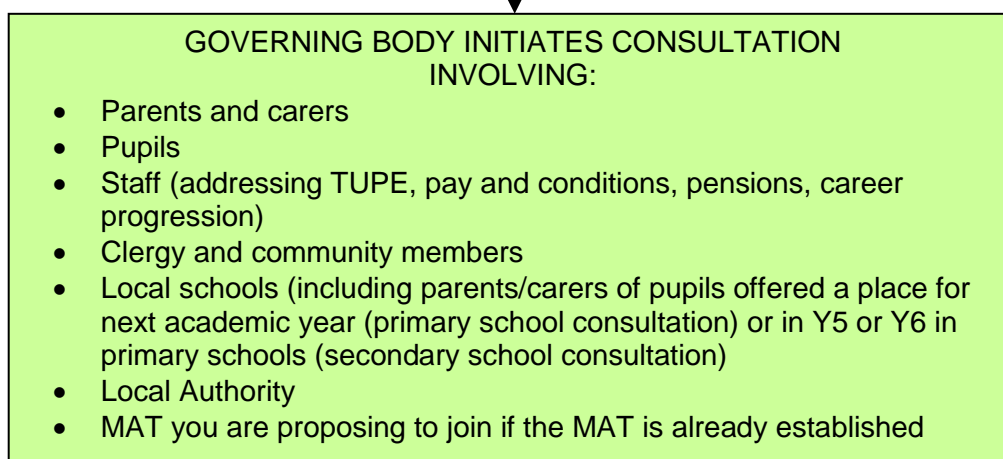
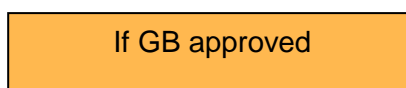
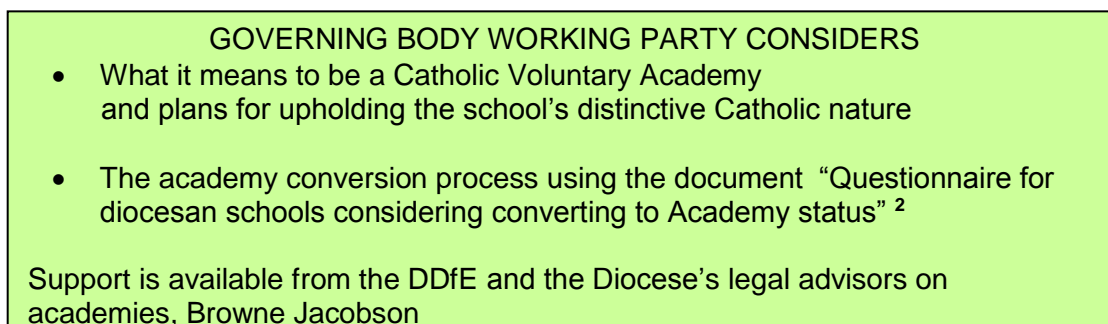
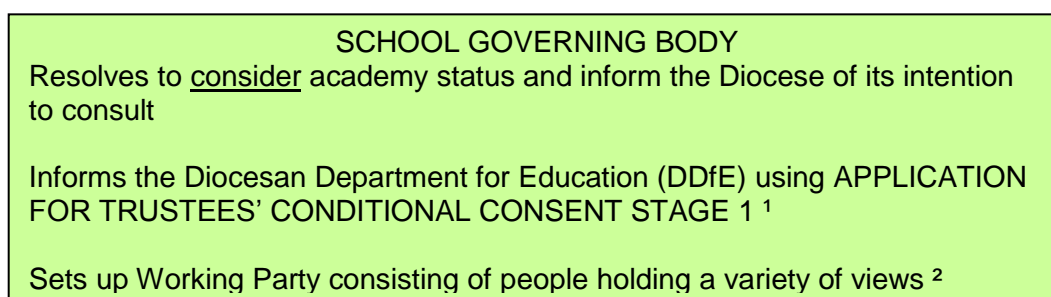


## THE PROCESS OF CONVERTING TO ACADEMY STATUS: FLOW CHART

The diagrams on the following pages summarise the key steps in applying for academy conversion. The charts provide an overview of the process for an individual school but governors are reminded that diocesan schools will, in most cases, convert to become a member of a diocesan MAT.

Additional guidance on the process is available through the Diocesan Department for Education

### The Process of converting to Academy Status: Flow Chart





**SCHOOL GOVERNING BODY OR WORKING PARTY**  
Considers responses and reviews from consultation

**SCHOOL GOVERNING BODY**  
Resolves to continue investigating and make formal application for conditional consent to convert from Diocesan Trustees and submits 'APPLICATION FOR TRUSTEES' CONDITIONAL CONSENT STAGE 2 <sup>1</sup> to DDfE



**DIOCESAN TRUSTEES**  
Consider application  
Give conditional consent



**SCHOOL GOVERNING BODY**  
Submits application form to convert to DfE for Academy Order enclosing copy of Trustees' approval  
  
Commences TUPE process and legal process



**SECRETARY OF STATE**  
Approves school proposal and issues Academy Order



**SCHOOL GOVERNING BODY**  
Submits grant claim to DfE and receives £25,000 grant to cover costs  
  
Develops legal documents with DDfE and Browne Jacobson using CES and Diocesan models



**INCLUDING:**

- Memorandum of Understanding
- Articles
- Funding Agreement
- Supplemental Agreement



**SCHOOL GOVERNING BODY**  
(with advice from DDfE and Browne Jacobson)  
Formalise land issues with Trustees and LA  
Complete the TUPE process  
Submit legal documents to Secretary of State for approval



SCHOOL GOVERNING BODY  
Considers all final documents and  
resolves to become an academy



PROGRESS TO OPENING AS ACADEMY  
Following Trustees' final approval and approval by Secretary of State