

MG3

Application to Convert

Schools registering an interest in becoming an academy and completing an application form to do so should note that information provided in response to the invitation to register and in an 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.

Section 1 - School Details

1.1 Name of school

1.2 Name of Local Authority

1.3 School number (LA no. / Establishment no.)

XXX/XXXX

1.4 Type of establishment

Please select ..

1.5 School Phase

Please select ..

1.6 Does the school have a designated religious character?

Yes / No

If yes, please give details (i.e. Church of England, Roman Catholic etc.)

1.7 Number of pupils currently on roll at the school

1.8 Are pupils currently selected by ability?

Yes / No

If yes, please give details (including the % of pupils selected and nature of selection - aptitude/ability etc.)

1.9 Does your school have a designated unit for children with Special Educational Needs?

Yes / No

1.10 What arrangements do you have in place to support another school? (see notes for completion)

1.11 Is your school part of a federation?

Yes / No

If yes, please provide details

Note: If all schools in your federation wish to convert, this information requested on this form must be supplied for all schools within the federation.

Application to Convert	
<p>Are you applying in formal partnership with another school or schools? If so, please list the name(s) of those schools and when they are intending to apply? If you wish to join an existing Sponsor chain, please name the Trust you plan to join.</p>	
<input type="text"/>	
<p>1.13 Is your school part of an existing LA re-organisation?</p>	<input type="text" value="Yes / No"/>
<p>If yes, please provide details.</p>	
<input type="text"/>	
<p>1.14 Has your school already applied for any other change of status?</p>	<input type="text" value="Yes / No"/>
<p>If yes, please provide details.</p>	
<input type="text"/>	

Section 2: Building and land ownership	
<p>2.1 Are any construction or building works planned for the school or are there any building works that will be underway at the planned conversion date?</p>	<input type="text" value="Yes / No"/>
<p>2.2 Is the school included in a PFI contract arrangement either in relation to the school's land or buildings or in relation to ICT?</p>	<input type="text" value="Yes / No"/>
<p>2.3 Is the school building and land owned/held by the LA?</p>	<input type="text" value="Yes / No"/>
<p>2.4 If the building and land used by the school is <u>not</u> owned/held by the LA, then who is it held/owned by?</p>	<input type="text"/>
<input type="text"/>	
<p>2.5 If the owner of the school's land and buildings is not the local authority, does that owner agree that the land and buildings will be made available for continued use by the school if it converts into an Academy?</p>	<input type="text" value="Yes / No"/>
<p>2.6 Are there any shared use facilities at the school?</p>	<input type="text" value="Please select..."/>
<p>If yes, please provide details.</p>	
<input type="text"/>	
<p>2.7 Are there any other building or land issues which may be relevant?</p>	<input type="text"/>
<input type="text"/>	

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Section 3 – Finance

3.1 Does the school currently have an in-year deficit? Yes / No

If yes, please provide details.

3.2 What was the school's revenue balance as at 31 March 2011?

3.3 What is the school's projected total revenue balance at the preferred date of conversion?

3.4 What is the school's projected total revenue balance at the end of the current financial year (i.e. March 2012)

Note. If the school is forecasting a deficit at the time of conversion please attach details of your deficit recovery plan.

3.5 Does the school have delegated budget authority? Yes / No

If no, please provide details of when removed and why.

3.6 Has the school had to carry out any investigations into financial irregularities in the past three years? Yes / No

If yes, please provide details of the situation and outcome.

3.7 Does the school have any outstanding loans? Yes / No

If yes, please provide details including the total amount of the loan, who the loan is between, and the repayment schedule.

3.8 I would like to receive the £25k grant if an Academy Order is approved Yes / No

The terms and conditions of the Academy Converter Grant can be found under "Prescribed Resources" here.

3.9 Bank/Building Society Details

Bank name:

Building Society name/reference:

Branch:

Account name:

Account number:

Sort code:

3.10 Email address for remittance notice

This will be used by the Department to provide payment advice/remittance.

Application to Contract

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Section 4- Consultation	
4.1	Please set out details of your plans for consultation with stakeholders on the proposed Academy conversion.
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Section 5: Confirmations and supporting documentation	
5.1	Has the governing body passed a resolution confirming its agreement to apply for academy status? Yes / No
5.2	Date the governing body wish to effect the change to Academy status. DD/MM/YYYY
<i>Note: Please attach a copy of the minutes of the governing body meeting confirming their agreement to apply for academy status. If these are not available yet please forward them within one week of submitting this form.</i>	
5.3	If the school is a voluntary or foundation school with a foundation, has the governing body consulted the foundation about the application to become an Academy? Yes / No
5.4	If yes, do the trustees of the school and the person (or persons) who appoint the foundation governors consent to this application to convert the school into an Academy? Yes / No
<i>Note: Please attach a signed letter or copy minutes of meeting (as appropriate) to confirm the consent of the trustees of the school and those who appoint the foundation governors. If a letter or a copy of minutes are not available now, please forward these within one week of submitting this form.</i>	
5.5	If the owner of the school's land and buildings is not the local authority, does that owner agree that the land and buildings will be made available for continued use by the school if it converts into an Academy? Yes / No
5.6	Where relevant to your school, please provide a contact name, address and email address for the Diocese/Persons who appoint the Foundation Governors
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5.7	If the school has a religious character has governing body consulted the Diocese or Religious Authority and gained its approval to apply to become an Academy? Yes / No
5.8	Please provide any other information, including that relating to the school's performance, which may be relevant to your application? (see notes for completion)
<div style="border: 1px solid black; height: 40px;"></div>	

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Section 6- Certification

Note: Please ensure that a member of the governing body completes this form on behalf of the school.

I certify that the information on this form is correct.

6.1 I hereby agree to adhere to the terms and conditions associated with the Academics Converter Support Grant

6.2 Name

6.3 Signature (required for hard copy only)

6.4 Position (should be a member of the Governing Body other than the headteacher)

6.5 Date

6.6 Contact name in case of any queries

6.7 Contact telephone number

6.8 Email address

6.9 Address for correspondence