## Your journey to academisation



Pre application	Start of conversion	Academy order granted	(cont)	Academy opens
Undertake research	Inform Local Authority of intention to convert		Open bank account if not joining an existing trust	Congratulations, you did it!
Consultation with key stakeholders	Complete online application DfE website	Funding allocation letter received from ESFA	Begin formal TUPE consultation and process (4 weeks)	Receive new URN number- update GIAS
Register interest on the DfE website	Begin the process of collating all service level agreements and contracts in place	Appoint a legal team	Complete draft memorandum and articles of association and submit	Receive ESFA welcome letter
Recieve your point of contact from the DfE	Identify any potential issues with land, buildings, legal	Complete and return land questionnaire and due diligence requirements	Complete and submit draft funding agreement	Complete relevant financial returns
Gain resolution from Governing Body to convert	Regular meetings with DfE	Confirm opening date of Academy	Complete Common Transfer Agreement (between LA and	
If joining an exisiting  Trust gain consent  from them to join	DfE Advisory Board will meet and grant the Academy Order	Regular meetings with DfE and key stakeholders	Academy)	