

Changing status – Going Foundation

The minimum time for completing the process is 14 weeks

WEEK 1

- Information gathering
Agree a draft proposal to put to the governing body



WEEK 2

- Governing body meeting to agree to consult
Inform the LA by letter of the date and time of this meeting
If you are a VC school inform the Diocese of Trustees by letter of the date and time of this meeting



WEEKS 3 – 7

- Issue consultation document and allow four weeks for responses



WEEKS 8 – 9

- Governing body considers responses to consultation and decides whether or not to proceed



WEEKS 10 – 13

- Publish statutory notice – start of statutory 4 week 'representation period'



WEEK 14

- Governing body meeting to consider responses and make decision about whether to proceed with changing status



WEEKS 14 – 15

- Apply for a new Instrument of Government
- Inform parents and other consultees of your final decision