



Department
for Education

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23 March 2023

**ACADEMY ORDER FOR BENTLEY ST PAUL'S CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL**

Following the recent application of the governing body of Bentley St Paul's Church of England Voluntary Aided Primary School to become an academy, I am delighted to confirm that I am agreeable to the conversion of this school to an academy.

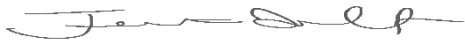
I enclose a copy of an Academy Order, which will enable the school to convert to an academy. For conversion to take place, I will need to agree, with the Academy Trust that will run the academy, a Funding Agreement and the Articles of Association of the Academy Trust. The Funding Agreement will record the date on which the school will convert into an academy.

Formal TUPE consultations with staff, unions, and the employer should start as soon as possible. For schools where the governing body is the employer of staff, the governors will lead on the TUPE process, but they may require your support to do so. In all cases, you should please ensure that any personnel files which you hold for the schools are fully up-to-date, and that you have an accurate record of the staff employed at the schools and the terms and conditions of their employment.

It will be necessary for the land and buildings occupied by the school to be transferred to the Academy Trust so that they are available for use by the academy from the conversion date. The exact arrangements for achieving this will depend on whether the school is a community, foundation or trust school, or a voluntary school, and whether the land used by the school is public land, private land or a combination of the two.

In cases where you own the land and buildings currently occupied by the school, I am asking you to agree to lease these to the Academy Trust through a 125-year lease similar to that used for existing academies. As a first step, you should please start to gather land ownership and land registration documentation and information if you have not already done so. My officials will also discuss with you the implications of any schools proposing to convert to academies that are involved in an existing PFI contract or BSF scheme. Model lease documents for Academy Trusts and local authorities to use as the basis for negotiations are available on the Department's website at <http://www.education.gov.uk/schools/leadership/typesofschools/academies>

I am writing to the chair of governors, copied to the head teacher, to give my agreement to the conversion.

A handwritten signature in black ink, appearing to read 'Jonathan Duff', with a stylized flourish at the end.

Jonathan Duff,

Regional Director, East of England