



**Rt Hon Nicky Morgan MP**  
Secretary of State for Education

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tel: 0370 000 2288 [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

The Chair of Governors  
Holmbush Primary School  
Hawkins Crescent  
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West Sussex  
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11 December 2014

**To: The Chair of Governors of Holmbush Primary School**

Following the recent application of your governing body to convert your school to an academy, I am delighted to inform you that I am content to agree in principle to Holmbush Primary School becoming an academy. I enclose an Academy Order in respect of your school in order to enable it to convert to an academy.

The purpose of an Academy Order is to enable your school to convert to an academy. For actual conversion to take place, I will need to agree with the Academy Trust a Funding Agreement and the Articles of Association of the Academy Trust. The Funding Agreement will record the date on which your school will convert to an academy.

Your DfE project lead will work with you on the next steps to enable the project to progress quickly, which are set out in Annexes A and B. Under the provisions of the Academies Act 2010, schools are required to carry out a consultation with appropriate people on the question of whether they should convert into an academy. Your school is likely to have already started this consultation. You will need to confirm to your DfE project lead that the consultation has been carried out by the Governing Body prior to the Funding Agreement being signed and you should therefore keep all of the documentation relating to this consultation.

Further information and supporting documents are available on our website at <http://www.education.gov.uk/schools/leadership/typesofschools/academies>

I enclose a copy of this letter for you to pass onto the head teacher and I am writing to West Sussex County Council.

RT HON NICKY MORGAN MP