# Application form for converting schools

| **Instructions for applicants** This form is only for converting school applications. If you are a new school, please head to our website to find the appropriate information and forms. |
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| **What you’ll need to provide**   1. A written response to our assessment criteria in this document. 2. Answer all questions. 3. Sign the application declaration at the end of this document. 4. If you have new governing members since completing your EOI, complete statutory declarations for all new governing members. 5. If you have any comments with regard to the draft contract, note in the section provided in this document. |
| **Submitting your application**   1. Applications should be submitted by email to [applications@charterschools.govt.nz](mailto:applications@charterschools.govt.nz). 2. For applicants who want to open in February 2026, the last date to submit an application is by 5:00pm, 27 June 2025. 3. If you submit after this date, your application will still be accepted. But please note that submitting after this date may affect when your application is assessed and when you will be able to open. 4. If you do encounter technical issues when you are submitting, please contact the applications team at [applications@charterschools.govt.nz](mailto:applications@charterschools.govt.nz). 5. Please clearly name your files as follows:    1. [Applicant/sponsor name – Application form for Charter Schools - Kura Hourua]    2. [Applicant/sponsor name – Statutory declaration for Charter Schools - Kura Hourua] |
| **Application process terms and conditions**  This process is undertaken in accordance with the Charter School Agency application terms and conditions. By applying, the applicant agrees to the terms and conditions appended to this application. |

In the application document, we want to understand why you are choosing the charter school model for your school, and for you to demonstrate your capability to establish and operate a charter school.

If, as the applicant:

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| You are the sponsor who is proposing to convert the state school to a charter school. | → | Complete the application and sign the declaration as the sponsor. |
| OR |  |  |
| You are a member of the school community jointly proposing a conversion of your community’s state school with a sponsor. | → | Complete the application jointly and each co-sign the declaration as the community member and the sponsor. |

| **Aspiration to convert to a charter school** The requirements for this section are to demonstrate how converting from a state school to a charter school will benefit the school community and the students. |
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| **Aspiration to convert** |
| 1. In considering the focus of your school, articulate why charter schools are the model of choice for you to achieve and exceed your academic objectives. Your response should include (but not be limited to):  * how converting will deliver positive impacts for students and the school community * how converting will enable you to innovate and/or improve performance and/or deliver education efficiently. |
| [insert answer] |

| **Sponsor capability** The requirements for this section are to demonstrate the sponsor’s capability to support the operations, outcomes and performance of the charter school. |
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| **Experience and knowledge** |
| 1. Describe your experience and knowledge of the New Zealand schooling system and how this will enable you to effectively operate a charter school which will lift achievement and attendance for New Zealand students. |
| [insert answer] |
| **Financial capability** |
| 1. Provide an indication of your financial viability through a profit/loss (P&L), cash flow and balance sheet for each year of your first three years of operation. |
| [insert answer] |
| 1. Describe strategies to ensure long-term financial sustainability, including plans for financial oversight and accountability. |
| [insert answer] |
| **Governance capability** |
| 1. Describe the governance structure for your school upon conversion. How will the structure support your workforce and operations to achieve excellent academic and attendance outcomes? |
| [insert answer] |

| **Performance Management Framework** The requirements for this section are to demonstrate how you will deliver outcomes against the Performance Management Framework. |
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| 1. What is your strategy to raise academic achievement and uplift student attendance? Using your current academic performance as a baseline, how will your transition to a charter school model preserve and enhance the performance of the school? |
| [insert answer] |
| 1. How will you ensure the standard of tuition will enable you to meet your contracted outcomes in the Performance Management Framework? |
| [insert answer] |
| 1. How will you measure this? What strategies will you apply to enable assessment, analysis and monitoring against each performance measure in the Performance Management Framework? |
| [insert answer] |

| **Level of support** The requirements for this section are to demonstrate your understanding of the level of support that exists for you the sponsor and for your school becoming a charter school. |
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| 1. Demonstrate the level of support for the proposed conversion to being a charter school, and for the proposed sponsor, from the school community.    1. Identify the stakeholders who have been consulted and what the consultation was    2. Describe the community consultation activities that have occurred or are planned    3. Describe how this has informed your decisions about your charter school, identifying where there is risk and where there is support for the conversion of your school. |
| [insert answer] |

**Assurance activities**

As a converting school, you will have started preparation activities throughout the application period such as staffing consultation, transition preparation, negotiating your property lease and preparing your community for the conversion.

We’ve been keeping in contact with you throughout the application period about these activities but if you are not sure if you have covered everything, head to our website to access further information and resources.

| **Assurance activities check** This is a prompt for you to confirm that you are underway with each of these activities and are aware of your responsibilities in conducting them, and to note any important information regarding your progress. This helps to provide assurance to the Authorisation Board that you are undertaking these activities which are key establishment requirements. | | |
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| **Staffing consultation**  The outgoing state school board has consulted with staff about the proposed conversion. | *Check ‘yes’ or leave blank if ‘no’* | **Comments** |
| **Transition preparation**  The outgoing state school board and the incoming sponsor are underway with the duties required to prepare for the change in governance. | *Check ‘yes’ or leave blank if ‘no’* | **Comments** |
| **Lease negotiation**  The sponsor and the Ministry of Education are underway with agreeing the terms of the lease and the ongoing management of assets. | *Check ‘yes’ or leave blank if ‘no’* | **Comments** |
| **Community consultation**  The sponsor and the school have consulted with the community to determine the level of support for the sponsor and for the proposed conversion. | *Check ‘yes’ or leave blank if ‘no’* | **Comments** |

| **Comments on draft agreement** Applicants wishing to propose any amendment to the Specific Terms of the Agreement for consideration must do so as part of this application. |
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| [insert proposed amendments]  *The Charter School Agency will not accept any proposed amendments to the General Terms and Legal Schedules of the Agreement. Applicants must prepare their application on this basis (see the Application Declaration below to confirm this).* |

| **Application declaration** Complete and sign the application declaration below to complete your application document. | | |
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| **Topic** | **Declaration** | **Applicant’s declaration** |
| **Application Process, Terms and Conditions:** | I/we have read and fully understand this Application, including the Process, Terms and Conditions. I/we confirm that the Applicant/s agree to be bound by them. | [agree / disagree] |
| **Collection of further information:** | The Applicant/s authorises the Charter School Agency and the Ministry of Education to:   * collect any information about the Sponsor, except commercially sensitive pricing information, from any relevant third party, including a referee. * use such information in the assessment of this Application.   The Applicant /s agrees that all such information will be confidential to the Charter School Agency and the Ministry of Education. | [agree / disagree] |
| **Use of Information:** | The Applicant/s agree that information provided as a part of the fit and proper persons test can be shared with appropriate third parties engaged to undertake the necessary reviews. | [agree / disagree] |
| **Draft Agreement:** | The Applicant/s accepts the General Terms and Legal Schedules of the Agreement and confirms that they have prepared their application on the basis that no amendments to the General Terms and Legal Schedules will be considered. | [agree / disagree] |
| **Conflict of Interest declaration:** | The Applicant warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Application or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the Application process the Applicant /s will report it immediately to the Charter School Agency and the Application Point of Contact. | [agree / disagree] |
| **Conflict of Interest detail:** | [Detail if you have declared an actual, potential or perceived conflict] | |
| **Sponsor signature** | | |
| Signature: | [signature of sponsor representative making the application] | |
| Full name: | [name of sponsor representative making the application] | |
| Title / position: | [title of sponsor representative] | |
| Name of organisation: | [name of sponsor organisation] | |
| Date: | [date of declaration] | |
| **Community member signature (ONLY IF THIS IS A JOINT APPLICATION)** | | |
| Signature: | [signature of community member jointly making the application] | |
| Full name: | [name of community member jointly making the application] | |
| Title / position: | [title of community member] | |
| Name of organisation: | [name of community member organisation] | |
| Date: | [date of declaration] | |