

Independent schools: change of proprietor application form

November 2023

Please refer to the [Independent schools: change of proprietor guidance](https://www.gov.uk/government/publications/independent-schools-making-a-material-change) (‘the guidance’) when completing this form. If any information is incorrect or missing, this may cause delays in the processing of the application.

# What we require

* Prior to the application being submitted, where possible, the registered proprietor should contact the Department for Education (‘the Department’) separately to confirm the proposed change.[[1]](#footnote-1)
* This Independent schools: change of proprietor application form completed in full - Sections A-C, including the signed declaration on page 5.
* Confirmation that you hold the relevant identification documents required, to enable a digital identity check to be completed, if you have selected this option, (see 8.2 in the guidance for more information) **or**
* Copies of identification certified by a professional checking service if you have selected this option, (see 8.3 in the guidance for more information).

As identification documents contain your personal information, we recommend using a secure file transfer system (see 3.2 in the guidance for more information).

**Important: DBS Update Service** – If you are subscribed to the DBS update service you are **still** required to complete the identification checks set out in section 3 of this form. You will also need to submit the DBS certificate which was used to sign up to the service (see 3.3 in the guidance for more information).

# Suitability checking form

## Section A - Personal Information

|  |  |
| --- | --- |
| **Applicant title and full name**  **(Including any middle names)** |  |
| **Any previous names**  **(Including date of change)** |  |
| **Personal Address**  **(This should match all ID documents)** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **National Insurance No.** |  |
| **Email address**  **(This will be used for all correspondence relating to this application)** |  |
| **Telephone number** |  |
| **Are you a British Citizen?** | Yes / No (delete as appropriate) |
| **Are you a foreign national with the right to work in the UK?** | Yes / No (delete as appropriate)  If Yes, please provide your [Share Code](https://www.gov.uk/prove-right-to-work/get-a-share-code-online) below.  Share Code:  (see Guidance 6.2 for more information) |
| **Have you lived outside the UK for 12 months or longer in the last ten years? (Whether continuous or cumulative)** | Yes / No  If yes, list the countries you have lived in below with approximate dates.  (If Yes please see Guidance 6.2) |

## Section B - Personal Information

|  |  |
| --- | --- |
| **School name and address** |  |
| **School DfE number**  **(if known)** |  |
| **What position do/will you hold?**  **(Delete as appropriate)** | * Sole proprietor (independent school) * Chair of proprietor body (independent school) * Chair of governing body (NMSS)     (see Guidance 1.2 for more information) |
| **Name and address of proprietor body** |  |
| **Does your role in the school involve engaging in regulated activity?**  **(Delete as appropriate)** | My role does NOT involve regulated activity.  My role involves regulated activity with children.  (Please refer to guidance 4.2) |
| **Will you be undertaking your role?**  **(Delete as appropriate)** | Paid  Unpaid Volunteer  (Please refer to guidance 4.3) |
| **Names and DfE number of any other schools in which you are or have been involved in the management or running** |  |
| **Are you registered for the DBS Update service?** | Yes/No (delete as appropriate)  If Yes please supply your certificate you registered with.    (Please refer to guidance 3.3) |

## Section C – Confirming Identity

### Digital Identity Check/Professional Checking Service

The Department must confirm your identity. You should complete **either** option 1 or option 2 below. You only need to select one option.

#### Option 1 - Digital Identity Checks

Digital Identity Checks are a government-approved method to digitally verify the identity of individuals applying to be a proprietor/chair of the proprietor body of an Independent School or Non-Maintained Special School. Please see 8.2 in the guidance for further information.

The digital pathway will only be available to anyone who holds both of the below identification documents.The Department will assess your suitability to utilise the digital identify check service before submission to Verifile.

|  |  |
| --- | --- |
| **Do you have a valid passport of any nationality?**  **(Expired passports will not be accepted)** | Yes / No (delete as appropriate)  (Please refer to guidance 8.2) |
| **Do you have a current UK driving license photo card (full or provisional) registered at your current address?** | Yes / No (delete as appropriate)    (Please refer to guidance 8.2) |
| **All details (i.e., name and address) on the documentation provided must correspond with the information provided in section A or the digital identity check will not be successful.** | I confirm all details correspond  (Please refer to guidance 8.2) |

#### Option 2 - professional document certification service

If identification cannot be verified digitally, you must make use of a professional document certification service. Scans or photocopies of each of the identity documents certified will then need to be sent to the Department with the application form. Please see 8.3 in the guidance for further information.

|  |  |
| --- | --- |
| **Professional certification service used**  **e.g. Post Office** | Yes / No (delete as appropriate)  (Please refer to guidance 8.3) |
| **Date certified** |  |
| **Proof of certification attached** | Yes/No (delete as appropriate)  If no, please state why: |
| **One document from**  [**Group 1: Primary identity documents**](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents) | Please list:  (Please refer to guidance 8.3) |
| **Two further documents from any of:**  [**Group 2a: Trusted government documents**](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-2a-trusted-government-documents)  [**Group 2b: Financial and social history documents**](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-2b-financial-and-social-history-documents) | Please list:        (Please refer to guidance 8.3) |

Declaration

•All the information I have provided is accurate to the best of my knowledge.

•I agree to the Department for Education sharing my data with its commercial partner Verifile.

•I agree to the Department for Education processing and storing my personal data in line with the Privacy Notice contained in the Guidance document.

•I agree for the Department for Education to check the DBS update service in order to process my application (if applicable).

•I confirm that as chair/proposed chair of the proprietor body. I am aware of my responsibility to ensure relevant checks are carried out in relation to members of the proprietor body (if applicable).

•I confirm that the registered proprietor/chair of the proprietor body authorises the change of proprietor, subject to the necessary checks being complete.

By signing below indicates that you understand and agree to the above declarations.

Signature: ……………………………………………………………….

Date:………………………………………………………………………



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1. Confirmation being received from the existing registered proprietor, in advance of the proposed change, will expedite the application process. If confirmation cannot be provided, the Department should be notified as to why. [↑](#footnote-ref-1)