



Department  
for Education

Form

# Register an independent school: application guidance and checklist

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## 1. Registration requirements and independent school standards

Find out if you need to [register as an independent school](#) and read the [independent school registration requirements and standards](#).

## 2. Complete the form

Complete the application form. You must show how you will meet the [required independent school standards](#) for each part of the checklist.

## 3. Checklist of supporting documents

Alongside the completed application form you'll need to provide copies of the following:

- premises plan

- curriculum plans
- schemes of work
- pupil assessment procedures
- anti-bullying policy
- safeguarding policy
- health and safety policy
- behaviour policy
- complaints procedure
- covering letter (independent school statement)
- proprietor details form

If applicable, you'll need to provide copies of the following:

- early years curriculum framework
- curriculum plans, schemes of work - year group 1
- curriculum plans, schemes of work - year group 2
- curriculum plans, schemes of work - year group 3
- curriculum plans, schemes of work - year group 4
- curriculum plans, schemes of work - year group 5
- curriculum plans, schemes of work - year group 6
- curriculum plans, schemes of work - year group 7
- curriculum plans, schemes of work - year group 8
- curriculum plans, schemes of work - year group 9
- curriculum plans, schemes of work - year group 10
- curriculum plans, schemes of work - year group 11
- curriculum plans, schemes of work - year group 12
- curriculum plans, schemes of work - year group 13
- 18 plus programme activity for SEN

## 4. Send your application

Send your application form, supporting documents and proprietor details form to:

Independent education and boarding team

Bishopsgate House  
Feethams  
Darlington  
County Durham  
DL1 5QE

Email [IndependentSchool.Applications@education.gov.uk](mailto:IndependentSchool.Applications@education.gov.uk)

## 5. Processing your application

The registration process takes approximately 6 months once we receive a complete application.

Incomplete applications, that do not have all the required documents or information, will not be processed. You will need to resubmit your application once you have all the documents and information.

Once we have the required documentation, we will ask Ofsted to carry out a pre-registration inspection. The pre-registration inspection report sets out how likely the schools standards will be met and will form part of your application.

Further information on the registration process can be found in the [registration of independent school guidance](#).

## 6. Registered independent schools

If your application is successful, your independent school will be registered and listed on [Get information about schools](#).

Ofsted will carry out their first standard inspection in the school's first year of operation. Further information on inspections, including the fees payable, is available in the [independent school registration guidance](#).

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