

Stage 1

Exploration by Governing Body and school leaders

- A. The Diocesan Academy Strategy is shared with all governors.
- B. All governors read the Diocesan Academy Strategy and consult the website.
- C. The Governing Body create a working party to research the implications of academy status for the school.
- D. Questions arising from B. are referred to the working party to consider.
- E. The headteacher meets with other heads and governors in the Family and discusses how the schools might work together in a CAT, including inviting a CEO from an existing Trust to attend.
- F. The Academy Implementation Officer is invited to attend a meeting of the headteachers and governors in the Family to discuss how the schools could move forward with academising.
- G. The findings from C. and D. are regularly reported to the full Governing Body.
- H. The Governing Body passes a resolution to make an application to the Diocese and DfE to convert to an Academy and form/join the Catholic Academy Trust with schools in the Family.

Stage 2

Expressing an interest through to Academy Order

- A. Register interest with DfE and obtain DfE advice on next stages of process.
- B. Governing Body to pass resolution to investigate academy status.
- C. Obtain conditional consents from Diocese and/or Religious Order and any further advice required at this stage. Submit Due Diligence forms to the Academy Project Board. If Religious Order school, obtain consent from Religious Superior.
- D. Prepare to inform staff, parents, pupils and your local authority that you are considering becoming an academy and that, if the Governing Body decide to continue investigating academy status, a consultation will be undertaken.
- E. Upon Academy Project Board and Education Commission approval to move forward, the Chair of Governors submits an application to convert to DfE online.
- F. Governing Board to draw up and agree consultation proposals.

G. Initial discussions with solicitors as required (with formal appointment to take place after the Academy Order is granted).

H. Local Government Pension Scheme notify LA and seek guidance; actuarial assessment of pension contributions for which the academy trust would be responsible.

I. Academy Order granted by DfE. Support grant of £25,000 released.