**Joining a Diocesan CAT**

**Indicative timeline with outline activities**

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| --- | --- | --- | --- |
| **Month** | **Activities and Required actions** | | **Term** |
| **1** | **School is in scope within diocesan sequencing plan or school wishes to apply for Stage 1** | **Stage 1 approved and school begins engagement with the Trust** | **T**  **E**  **R**  **M**  **1** |
| **2** | **School proactively engages with the Trust to complete due diligence and conclude ‘soft consultation’ activities** |  |
| **3** | **School submits Stage 2 application to diocesan trustees** | **Stage 2 consent approved** |
| **4** | **School works with Trust to complete the online DfE application** | **DfE on line application submitted** |
| **5** |  |  | **T**  **E**  **R**  **M**  **2** |
| **6** | **School application considered by DfE Advisory Board.** | **School receives DfE approval via letter from DfE. Engage Browne Jacobson LLP** |
| **7** | **Formal Project Planning Meetings (PPM) arranged by DfE commence. Target conversion date agreed** | **At first PPM target conversion date to be agreed** |
| **8** | **TUPE begins, legal and land related activities commence. PPM’s continue** |  |
| **9** | **TUPE concludes, legal and land documents drafted** | **LGB reconstitution begins** | **T**  **E**  **R**  **M**  **3** |
| **10** | **Legal actions concluded. Earliest possible conversion date** | **School joins Trust on 1st of month** |
| **11** | **Outstanding legal or land issues resolved. Probable conversion date** | **School joins Trust on 1st of month** |
| **12** | **Reserve conversion date with all matter resolved** | **School joins Trust on 1st of month** |

**For specific dates relating to Diocesan Trustees meetings and DfE application submissions please refer to the table in the document – ‘Joining a CAT 2023 Guidance’ which can be found** [**here**](https://www.dioceseofsalford.org.uk/education/academy-trusts-strategy/)