# Project template for:

## [SchoolNameAndUrn]

## [TrustNameAndReferenceNumber]

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| **Recommendation** | [RecommendationForProject] |
| **Is an academy order (AO) required?** | [AcademyOrderRequired] |
| **Academy type and route** | [AcademyTypeRouteAndConversionGrant]  [ConversionSupportGrantChangeReason] |

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| **Date of Advisory Board** | [HeadTeacherBoardDate] |
| **Proposed academy opening date** | [ProposedAcademyOpeningDate] |
| **Previous Advisory Board** | [PreviousHeadTeacherBoardDate] |

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| --- | --- |
| **Local authority** | [LocalAuthority] |
| **Sponsor name** | [SponsorName] |
| **Sponsor reference number** | [SponsorReferenceNumber] |

# General information

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| --- | --- |
| **School type** | [SchoolType] |
| **School phase** | [SchoolPhase] |
| **Age range** | [AgeRange] |

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| --- | --- |
| **Capacity** | [SchoolCapacity] |
| **Published admission number (PAN)** | [PublishedAdmissionNumber] |
| **Number on roll (NOR)** | [NumberOnRoll] |
| **Percentage the school is full** | [PercentageSchoolFull] |
| **Percentage of free school meals at the school (%FSM)** | [PercentageFreeSchoolMeals] |

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| --- | --- |
| **Viability issues** | [ViabilityIssues] |
| **Financial deficit** | [FinancialDeficit] |
| **Private finance initiative (PFI) scheme** | [PartOfPfiScheme] |

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| **Is the school linked to a diocese?** | [IsSchoolLinkedToADiocese] |
| **Distance from the converting school to the trust or other schools in the trust** | [DistanceFromSchoolToTrustHeadquarters]  [DistanceFromSchoolToTrustHeadquartersAdditionalInformation] |
| **Parliamentary constituency** | [ParliamentaryConstituency] |
| **MP name and political party** | [MPNameAndParty] |

# School performance (Ofsted information)

[SchoolPerformanceData]

# Rationale

## Rationale for the project

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| [RationaleForProject] |

## Rationale for the trust or sponsor

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| [RationaleForTrust] |

# Risks and issues

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| [RisksAndIssues] |

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| **Has an Equalities Impact Assessment been considered?** | [EqualitiesImpactAssessmentConsidered] |

# Legal Requirements

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| --- | --- |
| **Governing Body Resolution** | [GoverningBodyResolution] |
| **Consultation** | [Consultation] |
| **Diocesan Consent** | [DiocesanConsent] |
| **Foundation Consent** | [FoundationConsent] |

# School budget information

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| --- | --- |
| **End of current financial year** | [EndOfCurrentFinancialYear] |
| **Forecasted revenue carry forward at the end of the current financial year** | [RevenueCarryForwardAtEndMarchCurrentYear] |
| **Forecasted capital carry forward at the end of the current financial year** | [CapitalCarryForwardAtEndMarchCurrentYear] |
| **End of next financial year** | [EndOfNextFinancialYear] |
| **Forecasted revenue carry forward at the end of the next financial year** | [ProjectedRevenueBalanceAtEndMarchNextYear] |
| **Forecasted capital carry forward at the end of the next financial year** | [CapitalCarryForwardAtEndMarchNextYear] |

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| **Additional information** | [SchoolBudgetInformationAdditionalInformation] |

# School pupil forecasts

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| --- | --- | --- | --- |
| **Year** | **Capacity** | **Total pupil numbers** | **Percentage full** |
| **Current year** | [SchoolCapacity] | [NumberOnRoll] | [PercentageSchoolFull] |
| **Projected pupil numbers on roll in the year the academy opens (year 1)** | [YearOneProjectedCapacity] | [YearOneProjectedPupilNumbers] | [YearOnePercentageSchoolFull] |
| **Projected pupil numbers on roll in the following year after the academy has opened (year 2)** | [YearTwoProjectedCapacity] | [YearTwoProjectedPupilNumbers] | [YearTwoPercentageSchoolFull] |
| **Projected pupil numbers on roll in the following year (year 3)** | [YearThreeProjectedCapacity] | [YearThreeProjectedPupilNumbers] | [YearThreePercentageSchoolFull] |

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| **Additional information** | [SchoolPupilForecastsAdditionalInformation] |

[KS2PerformanceData]

[KS4PerformanceData]

[KS5PerformanceData]

# Supporting documents