

## **Guidance for own admission authority schools on the consultation and determination of admission arrangements for the 2018/19 academic year**

### **1. Introduction**

Admission authorities must<sup>1</sup> set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements<sup>2</sup>, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every 7 years. Consultation must be for a minimum of 6 weeks and must take place between **1 October and 31 January** of the year before those arrangements are to apply. For example: for arrangements which are to apply to applications in 2017 (for entry in September 2018), consultation must be completed by 31 January 2017. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.

There is no requirement to consult where the change is an increase to a school's published admission number PAN but you must consult if you propose to reduce it.

### **2. Proposing changes to admission arrangements**

All admission authorities must take into account guidance issued by the Admissions Team that relate to statutory changes that apply to all maintained schools.

Catholic and Church of England schools must also have regard to guidance issued by their Diocese.

**The below is a timeline and guidance of the dates and requirements from consultation to determination of arrangements:**

<b>Dates that apply</b>	<b>Action</b>
1 <sup>st</sup> October – 31 <sup>st</sup> January	Consultation must be for a minimum of 6 weeks and take place between these dates.
28 <sup>th</sup> February	The date by which admission arrangements must be determined.
15 <sup>th</sup> March	The date by which admissions authorities must publish their determined admission arrangements.
15 <sup>th</sup> May	The deadline for objections to be submitted to the Schools Adjudicator on any admission arrangements.

**1<sup>st</sup> October to 31<sup>st</sup> January** – A consultation period must last for a minimum of 6 weeks and must take place between 1<sup>st</sup> October and 31<sup>st</sup> January in the determination year (i.e. the year before the admission arrangements are due to come into place).

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<sup>1</sup> Where 'must' or 'must not' are used, these represent a mandatory requirement.

<sup>2</sup> Admission arrangements means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.

Admission authorities **MUST** consult with:

- a) parents of children between the ages of two and eighteen
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools)
- d) Whichever of the governing body and the local authority who are not the admission authority
- e) any adjoining neighbouring local authorities where the admission authority is the local authority
- f) in the case of faith schools, the body or person representing the religion or religious denomination.

For the duration of the six-week consultation period, the admission authority must publish a copy of their full proposed admission arrangements on their own website and on the maintaining LA's website with details of the person within the admission authority to whom comments may be sent and **highlight the changes that are proposed in the admission arrangements**. In most cases, by publishing proposed arrangements on the school and LA website, providing the link to the relevant page in your school newsletter or a notice within your school (poster or leaflet), you will meet the statutory requirements of a public consultation. It is important that you include in your consultation notice the intended audience as set out above in (a) to (f). If you are a primary school with a nursery, you must ensure that parents/carers of children on roll are consulted. If you are a secondary school with named feeder schools, current or proposed, you must ensure that parents of children of these schools are consulted.

Where comments are made on the changes for consultation, admission authorities must have regards to these comments. For own admissions authority schools, the governing body or its Admissions Committee, must meet and consider all comments made before determining their arrangements. Where there are a high number of comments that are objecting the same aspect of the admissions arrangement, it is advised that guidance is sought by body or person representing their religion or religious denomination (i.e. Diocesan board).

**No changes can be made in your determined admission arrangements if you have not consulted.**

### 3. **Determination of Admission Arrangements**

**28<sup>th</sup> February** - All admission arrangements must be determined by the 28<sup>th</sup> February in each year. This also applies if there have been no changes to the arrangements and a consultation has not been required (see above Guidance on Consultation of Admission Arrangements)

Own admission authority schools must provide their determined arrangements, including any supplementary forms that apply (schools with religious affiliation) to the Tri-borough Admissions Team.

**By the 15<sup>th</sup> March** - Once determined, admission authorities must send a copy of their full, determined arrangements to the Tri-borough Admissions Team **before** 15<sup>th</sup> March 2017, including all additional forms that apply. Admission authorities for faith schools must also send a copy of their arrangements to the body or person representing their religion or religious denomination (i.e. Diocesan board)

**Local Authorities must, by the 15<sup>th</sup> March 2017, publish on their website the determined admission arrangements for all schools located within their authority. This is a statutory requirement and if there were an objection submitted to the Schools Adjudicator on your determined admission arrangements, evidence will be requested that you provided this to the Home LA prior to this date.**

**15<sup>th</sup> May** - Any objections to the determined arrangements must be made to the Schools Adjudicator by 15<sup>th</sup> May. Admission authorities that are not the local authority must provide all the information that the local authority needs to compile the composite prospectus no later than 8 August.

Determined admissions arrangements must be published and accessible to the public for the whole of year that the arrangements apply.

#### 4. **Variation to determined arrangements - Variations**

Once admission arrangements have been determined for a particular academic year, they cannot be revised by the admission authority unless such revision is necessary to give effect to a mandatory requirement of the Code, admissions law, a determination of the Adjudicator or any misprint in the admission arrangements. Admission authorities may propose other variations where they consider such changes to be necessary in view of a major change in circumstances. Such proposals **must** be referred to the Schools Adjudicator for approval, and the appropriate bodies notified. Where the local authority is the admission authority for a community or voluntary controlled school, it **must** consult the governing body of the school before making any reference. A variation to increase a school's PAN is not required to be referred to the Schools Adjudicator.

Admission authorities **must** notify the appropriate bodies of all variations and **must** display a copy of the full varied admission arrangements on their website until they are replaced by different admission arrangements. Local authorities **must** display the varied admission arrangements on their website where an admission authority has raised its PAN.

If you need any further guidance on the consultation process please email:

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