



# Admissions Process during the Academic Year 2018/2019

## Key Dates for Schools

This information is to help guide schools through their school admissions decisions that need to be made during the academic year beginning September 2018. This is to ensure that all legal requirements and deadlines are met and to help schools plan how they will manage the admissions workload throughout the year. Further advice can be obtained from Rebecca Tonks, Admissions and Governance Officer here at the Diocesan Education Service on 01675 464755 ext 110 or at [r.tonks@bdes.org.uk](mailto:r.tonks@bdes.org.uk)

During the Summer Term 2018, the model policies for the academic year 2020/2021 will be reviewed and uploaded onto the DES website for schools to access. These can be found at [www.bdes.org.uk](http://www.bdes.org.uk) These are newly revised model policies and should be used by all schools. DO NOT simply amend your 2019/2020 policy as this will not necessary reflect changes approved by the DFE and the Catholic Education Service.

Early in the Autumn Term	<p>Schools need to establish whether they need to undertake a full consultation on their proposed admission policy. Schools <b>MUST</b> consult if there are proposed changes to their admissions policy or every seven years if there is no change. If schools are unsure when they last undertook a full consultation or do not have the evidence that they have done so, then please contact Rebecca Tonks at the DES who can advise you of when you next need to consult.</p> <p>Governing Bodies/Boards of Directors/Academy Committees, as appropriate, need to draw up their school's proposed admission policy for the academic year 2019/2020. <b><u>Please use the model policies on the DES website as a basis as they have been reviewed to ensure they are compliant with the revised School Admissions Code and meet the requirements of each local authority. Amending the existing 2019/2020 policy may mean that schools miss important changes that need to be in their policies. The revised policies on the DES website have been approved by the Catholic Education Service and the DFE. Please DO NOT just update your 2019/2020 policies.</u></b></p>
1 <sup>st</sup> October 2018 to 31 <sup>st</sup> January 2019	If schools are consulting it must be for a 6 week period between these dates.
1 <sup>st</sup> October 2018	The earliest date that schools can begin a consultation period.
20 <sup>th</sup> December 2018	The last possible date that schools can begin the consultation period in order to consult for the required six weeks and complete the process by the deadline of 31 <sup>st</sup> January 2019.
28 <sup>th</sup> February 2019	The deadline for Governing Bodies/Boards of Directors/Academy Committees, as appropriate, determining (finalising) the school's admissions policy. Before determination, Rebecca Tonks at the DES will check policies if schools wish and advise whether any changes or amendments are required to meet the School Admissions Code

28 <sup>th</sup> February 2019	The deadline by which schools <b>MUST</b> publish their appeals timetable for 2019 on the school's website
15 <sup>th</sup> March 2019	The deadline by which schools <b>MUST</b> : <ul style="list-style-type: none"> <li>• Send the determined policy for 2020/2021 to the Diocese (r.tonks@bdes.org.uk)</li> <li>• Send the determined policy for 2020/2021 to their local authority's admissions department</li> <li>• Publish the determined policy for 2020/2021 on the school's website</li> </ul>

### **Further helpful information**

#### **Consultation**

Schools **MUST** consult if there are proposed changes to the admission arrangements. Even if schools are not proposing any changes to their admission policy, they **MUST** consult at least once every seven years. Evidence of when a school last consulted could be requested by an admissions appeal panel, a parent, the Diocese, the local authority, the Schools Adjudicator, or any other person with an interest in the school's admissions process. Consultation involves sending out the school's proposed admission policy **before** it is determined to invite comments or objections. Schools **MUST** consult with, ie send their proposed admissions policy to:

- Parents of children (attending the school concerned) between the ages of two and eighteen
- Other person in the relevant area who in the opinion of the school have an interest in the proposed arrangements
- All other admission authorities within the relevant area (except that primary schools need not consult with secondary schools). This would include any other school in the borough who is their own admission authority.
- The local authority
- Any adjoining neighbouring local authority
- The Diocese (r.tonks@bdes.org.uk) – when sending emails please use your school's name, area and DFE number in the subject field followed by the words "For Consultation", eg Holy Family School, Churchtown, 123 9876 – For Consultation

For the duration of the consultation period, the school **MUST** also publish a copy of their full proposed admission arrangements on their website together with details of the person within the school to whom comments may be sent and the areas on which comments are not sought. Schools **MUST** also send upon request a copy of the proposed policy to any of the person or bodies listed above

inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.

### **Consultation Dates**

The consultation period **MUST** be for a period of 6 weeks between the dates of 1<sup>st</sup> October 2018 and 31<sup>st</sup> January 2019. Therefore, the consultation needs to begin between the dates of 1<sup>st</sup> October 2018 and 20<sup>th</sup> December 2018 in order to complete the consultation within the required timeframe.

### **School Admissions Code**

The School Admission Code was revised in December 2014. Copies can be obtained from:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

### **Considering Applications**

The governing body or Board of Directors, as appropriate, is the school's admissions authority and **MUST** set admission policies and consider applications. Applications for entry into school **CANNOT** be considered and decided upon by an individual, eg the Head Teacher, a single governor or a member of admin staff.

### **Emailing the Diocese**

When emailing the Diocese, it would be very helpful if as a general rule schools could use their school name, town and DFE number in the subject line.

Eg, Holy Family School, Churchtown, 123 9876

There are many schools in the Diocese that have the same name and it can often take some detective work to establish which school correspondence is from, so putting the school name and DFE number in the subject line will help us to speed things up when responding to queries.