



Admissions Process during the Academic Year 2023/2024

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 2023. 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, mobile 07443 404188 or at r.tonks@bdes.org.uk

During the Summer Term 2023, the model policies for the academic year 2025/2026 will be reviewed and uploaded onto the DES website for schools to access. These can be found at www.bdes.org.uk These are newly revised model policies and should be used by all schools. **DO NOT** simply amend your 2024/2025 policy as this will not 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 MUST 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 or, if you are in a MAC, your MAC admissions contact 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 2025/2026. <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 2024/2025 policy may mean that schools will miss important changes that need to be in their policies. Please DO NOT just update your 2024/2025 policies.</u></p>
1 st October 2023 to 31 st January 2024	If schools are consulting it must be for a 6 week period between these dates.
1 st October 2023	The earliest date that schools can begin a consultation period.
20 th December 2023	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 st January 2024.
28 th February 2024	The deadline for Governing Bodies/Boards of Directors/Academy Committees, as appropriate, determining (approving) 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. MAC schools should contact their MAC admissions contact

28 th February 2024	The deadline by which schools <u>MUST</u> publish their appeals timetable for 2024 on the school's website
By early March 2024 (or earlier if you are able to)	For MAC schools only – Send your admissions policy to your MAC admissions contact who will collate all MAC school's policies and submit them all to the Diocese and the local authority by the deadline of 15 th March
15 th March 2024	The deadline by which schools <u>MUST</u> : <ul style="list-style-type: none"> • VA schools - Send the determined policy for 2025/2026 to the Diocese (r.tonks@bdes.org.uk) • MAC schools – You should have sent your policy to your MAC admissions contact • VA schools - Send the determined policy for 2025/2026 to their local authority's admissions department • All schools - Publish the determined policy for 2025/2026 on the school's website
1 st August 2024	Schools <u>must</u> publish information on their website regarding in-year admissions and how parents can apply for a place at your school outside of the normal admissions round during the academic year 2024/2025.

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 between the ages of two and eighteen – Please send your proposed policy to nursery schools and private day nurseries to ensure that they can make their parents aware of your consultation.
- Other person in the relevant area who in the opinion of the school have an interest in the proposed arrangements – Please ensure that you include the parish(es) that your school serves and any neighbouring parishes.

- 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 1st October 2023 and 31st January 2024. Therefore, the consultation needs to begin between the dates of 1st October 2023 and 20th December 2023 in order to complete the consultation within the required timeframe.

School Admissions Code

The School Admission Code was last revised in September 2021. Copies can be obtained from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.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. Please also read the guide to in-year admissions that is on the admissions page of the DES' website.

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.