

Central Bedfordshire Schools

How to change your admissions policy

Public consultation required:

Academies and VA schools wishing to make changes to their admissions arrangements are legally required to hold a public consultation to allow interested parties to respond to proposals. The local authority consults on behalf of community and VC schools each year if it is making changes. Otherwise it need only consult once every seven years, as for VA, academies and free schools.

Pre-consultation discussion:

Where a change of age range is proposed, before formal consultation you should discuss with:

- [The Local Authority](#), because of the significant financial and planning implications
- [The Diocese](#), to ensure that the proposals are compliant and in line with the trust deed of the school.

Statutory consultation process:

A consultation must last for a minimum of 6 weeks and must take place between 1st October and 31st January in the determination year (i.e. for entry into school the following September). This means the deadline for starting a consultation is 20th December to allow the necessary time for it to run for 6 weeks before 31st January.

Admission authorities **must** consult with the following stakeholders:

- parents of children between the ages of two and eighteen (*in practice this means placing notices in public places, directing readers to consultation details on the school website*).
- other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions
- all other admission authorities within the relevant area (except that primary schools need not consult secondary schools)
- whichever of the governing body and the local authority who are not the admission authority
- any adjoining neighbouring local authorities where the admission authority is the local authority
- in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

Throughout the consultation period, the admission authority **must** publish their full proposed admission arrangements (including the proposed Published Admissions Number) on their website, together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought. Proposed changes should remain on the website for the whole of the consultation period.

Admission authorities must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above, inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.

Once governors have determined their policy, after the end of the consultation period and by 28th February deadline for determination, they should inform all consultees of their decisions.

Key contacts and guidance

- **The Diocesan Schools Team Admissions Adviser** is Bob Garrard. For CBC 'Schools for the future' admissions matters, contact him initially through our central email cbc@stalbans.anglican.org
- **The Diocesan Admissions guidance documents are at this link:** www.stalbans.anglican.org/schools/admissions/
- **Central Bedfordshire Council school admissions arrangements for 2019-20:** www.centralbedfordshire.gov.uk/school/admissions/arrangements-2019-2020/overview.aspx
- **Central Bedfordshire Council School Admissions Team:** admissions@centralbedfordshire.gov.uk; Tel. 0300 300 8037
- **The DfE's School Admissions Code** can be found at this link: see pages 18 – 20 for full details of the statutory consultation process. www.gov.uk/government/publications/school-admissions-code--2