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| **Oxford Diocesan Schools Trust**School Effectiveness Service |  |
| Church House Oxford 🞄 Langford Locks🞄 Kidlington 🞄 Oxford 🞄 OX5 1GF |

**ADMISSIONS CONSULTATION GUIDANCE 2016**

Admission authorities must consult at least once every 7 years (s1.42 School Admissions Code). If material changes are proposed, other than PAN (published admission number) admissions authorities must consult. Increases to PAN only require VA schools and academies to notify LA and publish information on school website. Decreases in PAN require full consultation. Minor changes to definitions, dates, etc. do not trigger the need to consult.

**IF IN DOUBT, IT IS BEST TO CONSULT!**

**CONSULTATION STEPS FOR 2018**

**(Admissions Policies 2018/19)**

(Consult with ODST before anyone else!)

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| **Jul/Sep 16** | Consider any changes needed to 2016 policy |
| **No later than mid-Sep 16** | Consult with Diocese and take into account any advice received, particularly on faith-based criteria |
| **Between:****1 Oct 16 –****31 Jan 17** | Consult more widely for a minimum of 6 weeks between 1 October 2016 and 31 January 2017. It is best to start before the Autumn Term half term holiday* Parents of children between 2 and 18
* All other admission authorities in “relevant area” – normally the whole of the LA**[[1]](#footnote-1)** (primary schools need not consult secondary schools)
* LA
* Other persons in “relevant area” who might have an interest, e.g. nurseries, play groups, local councils, etc.
* Adjoining neighbouring LAs where admission authority is the LA
* **Must** publish draft admission arrangements on school website with details of how and to whom to comment, preferably drawing attention to major changes
* Suggest send copies to LA for possible publication on LA website
* Suggest send email to all other admissions authorities in “relevant area”
* Suggest provide copies to nurseries, play groups, etc.
* **Must** send copies on request to anyone listed in s1.44 note1
* Keep records/evidence (paper trails) of all those consulted as the OSA will require this information if your policy is referred
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| **By****28 Feb 17** | **DETERMINATION**All admission authorities must determine their policies by 28 Feb 2017 even if no changes and no consultation needed* **Must** notify all those consulted plus GBs of community and VC schools in “relevant area”
* **Must send copy to ODST**
* **Must send a copy to the Diocese (CE schools only)**
* **Must** publish copy of determined arrangements on school website and also give details of how to refer objections to Schools Adjudicator (by 15 May 2017)
* **Must** send copy to LA no later than 15 Mar 2015)
* Clearly mark the policy as your ‘Determined Policy 2018’
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Notes:

1 Section 1.44 School Admission code (2015)

1. parents of children between the ages of two and eighteen;
2. other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
3. all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
4. whichever of the governing body and the local authority who are not the admission authority;
5. any adjoining neighbouring local authorities where the admission authority is the local authority; and
6. in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.
1. Several schools within the diocese join together to put an advertisement in a local newspaper alerting any interested parties that their admissions policies are out for consultation and can be viewed on the admission authority’s websites, LA website and that copies are also available from the individual school. [↑](#footnote-ref-1)