

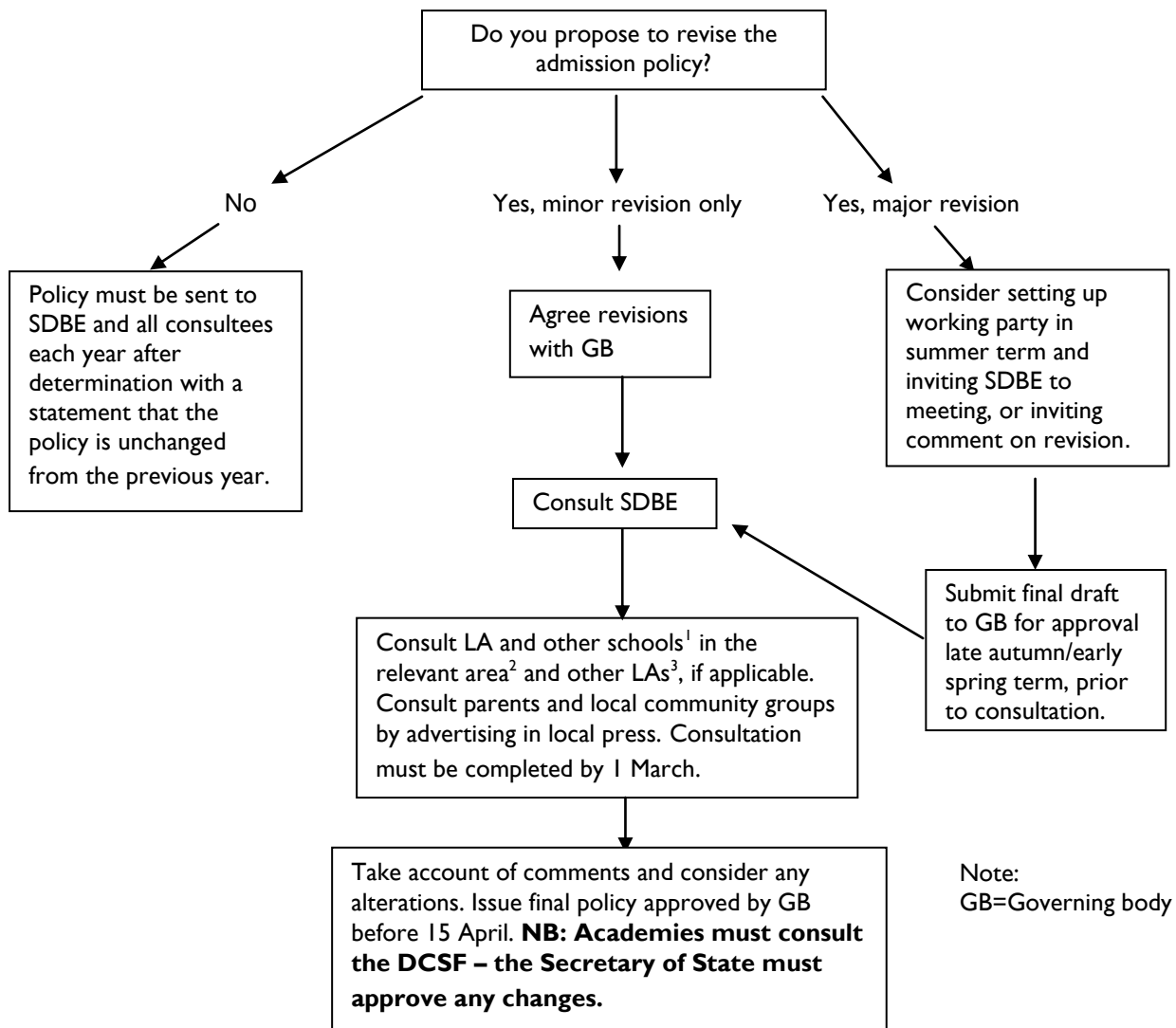
SOUTHWARK DIOCESAN BOARD OF EDUCATION	
BRIEFING SHEET	
SUBJECT: ADMISSION CONSULTATION	
RECIPIENT(S): Headteachers & Chairs of Governors of VA, Foundation C of E Schools & Academies	
SDBE CONTACT: Carol Jerwood	DATE: September 2009

1 INTRODUCTION

1.1 Regulations and the Code of Practice on School Admission published in 2009 changed the requirements on voluntary aided, foundation schools and academies to consult on their admission policy. The flowchart below summarises the process. This replaces the briefing issued in 2004.

2 CONSULTATION PROCESS

2.1 The consultation process should start well in advance of the deadline for the close of the consultation (1 March), particularly if major revisions to the policy are being proposed. Governors must allow a minimum of 8 weeks for consultees to respond. Consultation is now required every three years, so if no changes are made to the policy and consultation was undertaken in 2008/9 for the September 2010 policy, governors need not consult again until 2011/12 for the September 2013 policy. (For those who do not like flowcharts, the table from the SDBE guidelines is reproduced at paragraph 3, overleaf.)



Notes to flowchart:

- 1 Primary schools must consult all other primary schools in the relevant area; secondary schools must consult all primary and secondary schools in the relevant area.
- 2 The relevant area is defined by the LA, normally it is the administrative area of the LA (this is the case for all London boroughs in the Diocese), but in large county council areas, other definitions may be given, eg within a certain radius of the school. Governing bodies should check with the LA.
- 3 Schools need only consult other neighbouring LAs if the border is within 2 miles of a primary school or within five miles of a secondary school.

3 TIMESCALE

3.1 The chart below is reproduced from SDBE Guidelines *Admission and Appeals in Church of England Schools*, 2009.

DATE	PROCESS	ACTION
September	Consultation Part 1	Governing bodies must consult the Diocesan Board before consulting others.
1 st November to 1 st March	Consultation Part 2	Having taken account of the Diocesan Board's comments (if any) governing bodies must consult with the LA, all other maintained schools ¹ and academies in the "relevant area" (with the exception of Surrey, this is delineated by the LA administrative boundary). Governors must also consult with parents and the local community by placing an advert in a local paper. The consultation must last a minimum of 8 weeks and must end by 1 st March at the latest. NB: Some LAs will undertake to post the admission arrangements to all consultees providing the arrangements are received by a given date. This may mean a school will need to start the consultation process earlier than indicated in this table. Some will also undertake to place the advertisement of behalf of all schools.
1 March to 15 April	Governors finalise policy	Governors must consider any objections, or comments, to their arrangements and take these into account when finalising the policy. Once the arrangements have been determined all consultees (including any individual parents or community groups who responded to the consultation) must be notified of the final arrangements within 14 days, but no later than 29 April. If objections are not taken into account, or if there are objections on any other ground, the objector has until 31 July to send their objections to the Adjudicator.
From end of April	Adjudication	The Adjudicator determines any complaints about an admission policy. S/he may require alterations to the admission arrangements or may reject the objections. The governing body must comply with any direction from the Adjudicator.
September	Publication	Publication of admission arrangements, including in the LA's composite prospectus ² .

¹ Primary schools are only required to consult other primary schools; secondary schools/academies must consult all other schools/academies

² The composite prospectus must be published by 12 September.