

17/09/2025

Dear CEOs, Clerk to Trusts
(Copied to Chair of Trust & Academy Head Teachers)

Admissions Arrangements 2027-2028

Every year 'admission authorities' must produce their school's admissions arrangements (Admissions Policy) for the academic year which is two years ahead of the current school year. **This means that the process for determining the 2027-2028 admissions arrangements must now begin.**

Statutory guidelines covering procedures, processes and timescales must be followed. The key one to know at this stage is that the admissions arrangements must be determined by the admission authority by: **28th February 2026.**

To support you in this important process, the Salisbury Diocesan Board of Education has produced model admissions arrangements in partnership with our Admissions Consultants (the legal firm 'Stone King'). This is part of the Board's free 'Core Foundation Provision' for all church schools. We have prepared model admissions policies for primary, middle, and secondary schools as well as an Explanatory Note and model SIFs (Supplementary Information Forms). Admission authorities will need to tailor the finer points within these to fit their own context, which will include considering whether the oversubscription criteria for the school is appropriate. On the model policies highlighted sections indicate where this needs to be done. It is important to reiterate that the model policies only contain exemplar oversubscription criteria, not an exhaustive list. If an admission authority proposes to adopt a policy which includes over subscription criteria that were not included in previous adopted policies, or have been significantly amended, **then there will be a consequent requirement for that admission authority to undertake a formal consultation.**

If your school proposes no changes to its present admission arrangements (other than dates)

If your school does not amend its admission arrangements (other than dates) then, you **will not need to consult** on your policy. **You will however still need to formally determine the policy.** The Explanatory Note includes a section dealing specifically with determination of admissions policies.

If your school is adopting the model admissions arrangements for the first time this year

If you have not used one of our model policies before but plan to do so this year, please read the Explanatory Note carefully as the consultation process which must be followed is detailed there and it has strict time limits.

If your school has consulted upon and adopted your own admissions arrangements

Schools are not required to use the diocesan model policies but must comply with the admissions code and timescales and must include us in their consultation.

If your school has not consulted upon its admissions arrangements for 7 years

An important reminder that **all schools** must consult on their admissions arrangements at least once every 7 years even if there have been no changes. Admissions authorities which have not consulted since their 2020-2021 arrangements will, therefore, need to do so this year. If this is the case, please first check the guidance on consultation in the Explanatory Note.

When draft / finalised Policies must be sent to the Diocese

Please note if your school plans to have different criteria to demonstrate membership of faith or practice than those in the model arrangements then the admission authority **must** send a draft to the diocese for its observations **before** any public consultation. The finalised policy would also then need to be re-sent to the diocese as part of the full consultation.

This also applies if your school is seeking to have an Admissions Policy which is not based on our model policy.

Timetable for 2027-2028 Admissions

October 1st 2025 to January 31st 2026	Consultation of 6 weeks to take place in this period
28th February 2026	Date by which governors must determine admission arrangements every year
28th February 2026 Onwards	The governors must publish the determined admission arrangements on the school website and keep it on the website until the end of the Offer Year.
28th February 2026	Date by which Admission Appeal timetable is to be published on your school website
15th March 2026	Date by which determined arrangements are sent to the Local Authority
15th May 2026	Deadline for lodging objection to Office of the Schools Adjudicator (OSA)
1st August 2026	Deadline for governing bodies to provide admission arrangements information to the local authority to allow them to compile composite prospectus
8th August 2026	Deadline for governing bodies to provide admission arrangements information to the local authority to allow them to compile composite prospectus.
31st August 2026	School to set out how in-year applications will be dealt with on its website

Please can all correspondence with the diocese about admissions arrangements be sent to Marion Bagshaw marion.bagshaw@salisbury.anglican.org Thank you.

With my best wishes to all admission authorities,



Dan Roberts
Senior Advisor for Trusts