

September 2017

Dear Head Teacher and Chair of Governors

Admissions Arrangements 2019-2020

The governors/directors of voluntary aided maintained schools and of all academies (previously VC and VA) are their school's 'admissions authority'. Every year 'admissions 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 2019-2020 admissions arrangements must now begin.**

Statutory guidelines covering procedures, processes and timescales have to be followed. The key one to know at this stage is that the admissions arrangements must be determined by the admissions authority by 28th February 2018.

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 Booklet and model SIFs (Supplementary Information Forms). Admissions authorities will need to tailor the finer points within these to fit their own context.

The model policies have the same wording as the ones which the Board of Education issued for 2018-2019 except for the dates which have been updated for 2019-2020. The 2018-2019 model policies were significantly different to our earlier model policies and schools using them had to consult on them.

Our school consulted upon and adopted the model admissions arrangements last year / our school consulted upon and adopted our own admissions arrangements last year

As the 2019-2020 model policies have no changes (other than dates) then, if your school adopted and consulted upon the 2018-2019 model policy last year, and you use the 2019-2020 model policy now, you will not need to consult on your policy. You will however still need to formally determine the policy. The Explanatory Booklet now includes a section dealing specifically with determination of admissions policies. In addition the faith section of this booklet has been expanded, a section on Supplementary Information Forms (SIFs) has been added and a few minor drafting changes have been made.

Likewise, for schools which consulted upon and adopted their own Admissions Policies last year, if no changes, other than dates, are planned for 2019-2020, then there is no need to consult now.

Our school did not consult on its admissions arrangements last year but needs to do so this year

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

Please note if your school plans to have different criteria to demonstrate membership of faith or practice than those in the model arrangement 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 adopt an Admissions Policy which is not based on our model policy.



Our school has not consulted upon its admissions arrangements for seven years

An important reminder that all schools must consult on their admissions arrangements at least once every seven years even if there have been no changes. Admissions authorities which have not consulted since their 2012-2013 arrangements will, therefore, need to do so this year.

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

I have copied the full timetable from the Explanatory Booklet below however it is important that the full booklet is read by admissions authorities:

Timetable for 2019-2020 admissions

October 1 st 2017 to January 31 st 2018	Consultation of 6 weeks to take place in this period
February 28 th 2018	Date by which governors must determine admission arrangements every year
February 28 th 2018 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.
February 28 th 2018	Date by which Admission Appeal timetable is published
March 15 th 2018	Date by which determined arrangements are sent to the Local Authority
May 15 th 2018	Deadline for lodging objection to Office of the Schools Adjudicator (OSA)
August 8 th 2018	Deadline for governing bodies to provide admission arrangements information to the local authority to allow them to compile composite prospectus.
October 31 st 2018	National closing date for secondary school applications
January 15 th 2019	National closing date for primary school applications
March 1 st 2019	National offer day for secondary schools
April 16 th 2019	National offer day for primary schools

Please can all correspondence with the diocese about admissions arrangements be sent to Pam Clemett – pam.clemett@salisbury.anglican.org. Thank you.

With my best wishes to all admissions authorities,



Neil Revell
Lead School Improvement Adviser