

Admission Policy Review and Consultation

Questions that could be asked when reviewing admission policies:

- Does the policy reflect your school vision, ethos and values?
- How will you show your commitment to being deeply Christian while serving the common good through your admission policy?
- How does your approach to admissions support a positive interaction between your school, your church and wider local communities?
- Do your admissions arrangements show respect of religious or other traditions which individual children or families have on entry to the school?
- Are your admissions arrangements supportive in creating ‘a hospitable space?’
- Are there any groups that are excluded from your policy?
- Has the local context changed since your last admission policy and how do we ensure it reflects it?
- Do your admissions arrangements reflect ‘a special attention to the most vulnerable?’
- Is the oversubscription criteria clear and objective and in line with the DFE Admissions code 2014
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

The Church of England leadership document for governance ‘**Ethos Enhancing Outcomes**’ produced by CEFEL is another source of useful starting points to start discussions when reviewing admission policies eg Setting Direction and Culture Values and Ethos. www.cefel.org.uk

Timing

Before any public consultation takes place, proposed changes must be discussed with the Strategic Lead for Admissions at the Gloucester Diocese.

Consultation must last for **a minimum of 6 weeks between 1 October and 31 January** in the determination year, i.e. before you make your final decision by 28 February.

The 2014 admissions code require schools to consult with:

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.

What you must include in the consultation

- Throughout the consultation period you must publish a copy of your full proposed admission arrangements (including the proposed PAN) on your website
- Details of the person within the admission authority (or school) to whom comments may be sent
- The areas of the policy on which comments are not sought because they aren't changing

Admission authorities must also send a copy of the proposed admission arrangements to any of the persons or bodies listed above upon request.

Failure to consult effectively may be grounds for subsequent challenge and for a policy change to be overturned.

During this consultation period it is important to keep good records. This would include copies of e-mails, letters, posters and screenshot of your school's admissions page on your school website.

The Adjudicator will ask for evidence to show that your consultation has met the statutory requirements so it is important to keep this information safe.

Communication with stakeholders

- letters or emails to all current parents,
- posters in and around school,
- school website

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