

Reviewing School Admission Policies for 2024-25 Guidance for headteachers and governors of VA schools and SATs

Reviewing School Admission Policies - Guidance for school governing bodies

For all Church of England Voluntary Aided Schools and stand-alone academies it is the governing body who are the admissions authority. Where a school is part of a MAT, the trust board is the admissions authority. In the case of all Voluntary Controlled Church of England schools the Local Authority takes this role.

The School Admissions Code (September 2021) applies to admissions to all maintained schools and academies and requires all admission authorities to be compliant with the Code.

Admission Authorities must determine (i.e. formally agree) admission arrangements every year. When changes are proposed all admission authorities must consult on their admission arrangements. Where admission arrangements have not changed from the previous year there is no requirement to consult although consultation must take place every 7 years regardless of no changes taking place.

Admission policies for 2024-2025 need to be on the agenda for governing body meetings in early autumn. If changes are proposed, the Chair of Governors will need to make contact with the Principal Advisor for Admissions at the Diocese to discuss the changes to the policy before consultation takes place. All changes to the admission policy will need to go out for consultation. Admission arrangements for entry in September 2024 that require consultation must last for a minimum of 6 weeks and should take place between 1 October 2022 and 31 January 2023.

Consultation must involve:

- a) Parents of children between the ages of two and eighteen
- b) Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions
- c) All other Admission Authorities (Voluntary Aided and Academies) within the relevant area (except that primary schools need not consult secondary schools)
- d) The local authority
- e) Adjoining neighboring Local Authorities
- f) Diocesan Board of Education

Once all feedback has been received the governing body needs to consider the feedback and where agreed make any changes. Once agreed, the policy needs to be determined and a copy must be returned to the Diocese and the Local Authority by 28 February 2023. A copy of each school's policy must be available on each school's website by March 15 2023.

Whether consultation was needed or not please ensure that the governors agree your school's 2024-25 admission policy. Following agreement please email a copy of your agreed admission policy to dswilliams@glosdioc.org.uk including "Admission Policy – your school name" in the subject box.

If you require any assistance or guidance please contact David Williams 01452 835542 or email dswilliams@glosdioc.org.uk