

Admissions Process Timeline for Governing Bodies

Summer I

Autumn I

Autumn 2

Spring I

Spring 2

Detailed Review

Conduct a detailed review of the Admissions Policy, including oversubscription criteria.

Check for full compliance against the School Admissions Code. Decide if amendments need to be made.

Has there been a consultation in the last 7 years?

FGB Decision

Spend time in Autumn I FGB meeting finalising any changes to the Admissions Policy.

Ensure that the draft policy is sent to your responsible body for scrutiny before consultation.

If no changes are required after scrutiny, then next step to follow should be scheduled for Spring 2.

Consult

If amendments need to be made to the Admissions Policy, then a full consultation must be carried out.

Schools are required to consult with the full list of stakeholders, as per the School Admissions Code.

This must take place for a six week period between October – January.

Finalise

Collate responses from the consultation and respond if appropriate. Liaise with the diocese and / or your responsible body regarding any objections to your proposed Admissions Policy.

Determine

Once your Admissions
Policy has been finalised,
then it must be sent to
the Diocese and / or your
responsible body for
scrutiny before being sent
to the relevant LA for
formal determination.
DEMAT – Trustees

VA – Diocese
VC – LA
Single Academy – Diocese