



## How to Consult on Admission Arrangements

The Admissions Code sets out the basic requirements of a consultation.

The full code can be found at:

<https://www.gov.uk/government/publications/school-admissions-code--2>

The aim of the consultation period is to allow the Local Authority, parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.

The School Admissions Code sets out the following:

- Consultation cannot begin until 1<sup>st</sup> October
- Consultation must last a minimum of 6 weeks
- Consultation must be completed by 31<sup>st</sup> January (but see above)
- Admission authorities must consult with:
  - 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 within the relevant area (except that primary schools need not consult secondary schools);
  - d) whichever of the governing body and the local authority who are not the admission authority;
  - e) any adjoining neighbouring local authorities where the admission authority is the local authority;
  - f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.
- For the duration of the consultation period, the admission authority must publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admission authority to whom comments may be sent; this is normally the Clerk to the Governors, Chair of Governors or MAT Board Secretary
- Admission authorities must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

**It is important to note that failure to consult effectively may be grounds for subsequent complaints and appeals.**

Therefore, we recommend that during the consultation you make your Admissions Arrangements clear, visible and easy to find on your website and that you simply inform all the parties above that these Admissions Arrangements are now open for consultation via your website.

It is important the following the end of the consultation period then the relevant body in the school meets to consider all responses and whether any amendments are going to be made to the Admissions Arrangements following consultation.

The final Admissions Arrangements should then be determined formally and sent to the Board of Education.