

Director for Education & Skills
The London Borough of Barnet
Building 4, North London Business Park
Oakleigh Road South
London N11 1NP

To Headteachers and
Chairs of Governors of
all Barnet Admission Authority
Schools & Academies

contact: Liz Ferrie
tel: 020 8359 7652
e-mail: liz.ferrie@barnet.gov.uk
fax: 0870 889 679
date: 30 September 2015
our reference: Consultation/17-18/Let1

Dear Colleague

School Admission Arrangements for 2017/18

The School Admissions Code 2014 introduced changes to the timetable for the consultation and determination of admission arrangements and these are now in effect.

The main changes are as follows:

- admission authorities **must** consult when admission arrangements are changed or if they have not been consulted on within the last 7 years – the minimum consultation period is now **6 weeks** and should take place between **1 October and 31 January** (previously 8 weeks between 1 November and 1 March)
- schools **must** determine their admission arrangements by **28 February** (previously 15 April)
- admission authorities **must** send a copy of their determined admission arrangements to their local authority by **15 March** (previously 1 May)
- the deadline for objections to the Schools Adjudicator is **15 May** (previously 30 June).

Most schools and academies have preferred to carry out their own consultation in the last few years. For this reason and due to the constraints imposed by the revised timetable the local authority will not be running a joint consultation this year.

The consultation period gives parents, other schools, religious authorities, neighbouring local authorities and the local community the opportunity to raise any concerns about the proposed admission arrangements. The School Admissions Code stipulates that the persons that admission authority schools **must** consult with are:

- 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) the local authority
- e) 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.

Admission authorities **must** publish a copy of their full proposed admission arrangements on their website together with details of the person to whom comments may be sent.

All admission authorities **must** determine their admission arrangements by **28 February 2016**, even if they have not changed from previous years and a consultation has not been required. Once determined, arrangements can be objected to and referred to the Schools Adjudicator by **15 May 2016**. Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. All admission authority schools must publish their determined arrangements on their website and must also send a copy of their full, determined arrangements to the local authority as soon as possible before **15 March 2016**.

Please feel free to contact me if you need any advice on carrying out your consultation..

Yours sincerely

Liz Ferrie
Admissions Team Manage