

Consultation on School Admissions Policies – 2027- 28

School Admissions Code

Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels

September 2021

Admission policies are determined by the DfE [Schools Admissions Code](#) which was revised in September 2021

TIMETABLE

Timetable for admissions consultation for September 2027 for schools that are their own admission authorities:

Earliest Date a Consultation can commence	1 October 2025
Minimum Consultation duration	Six Full Weeks
Latest Date a six week consultation could be held	20 December 2025
Final Date for Consultations to conclude	31 January 2026
Statutory deadline for determination of admission arrangements	28 February 2026
Statutory deadline for publication of admission arrangements	15 March 2026
Last date for referral of objection to School Adjudicator	15 May 2026

Scope of the Consultation

- a) parents of children between the ages of two and eighteen;
 - **Local Media**
 - **Parents of children in school & Nursery**
 - **Other Local Schools & Nursery**
 - **Local parishes**
 - **Social Media**
 - **Some LAs will publicise consultation on your behalf**
 - **Diocesan Website**

- b) b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
 - **Councillors/MP**

- c) c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
 - **Other local VA Schools and Academies**

- d) d) whichever of the governing body and the local authority is not the admission authority;
 - **Local Authority**

Scope of the Consultation

e) any adjoining neighbouring local authorities where the admission authority is the local authority;
and

- **Neighbouring Local Authorities**

f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination

a) **Diocese**

Scope of the Consultation

- The Consultation Process **must** last for a minimum of **6 full weeks**.
- It should commence at the same time as the public notice is published and all consultation notifications are issued outwards.
- For the duration of the consultation period e.g. for the full six weeks, the admission authority must publish a copy of their full proposed admission arrangements (including the proposed Published Admission Number) on their website together with some explanatory details of the actual changes.
- This should include the person within the admission authority to **whom comments may be sent** and how to submit them e.g. email address, and any areas on which comments are not sought (if applicable). It would also be useful to summarise the changes as part of the explanatory details/letter.
- Admission authorities **must** also send on request a copy of the proposed admission arrangements to any of the persons or bodies listed above, inviting comment.
- Failure to consult effectively may be grounds for subsequent parental complaints and appeals or referral to the school adjudicator.

Sample Notice For Website and Distribution

School logo

CONSULTATION ON SCHOOL ADMISSION ARRANGEMENTS 2027/28

Xx school/Academy is carrying out a consultation on the proposed admission arrangements for admission in September 2027/28

Admission arrangements are the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places. The consultation is being carried out by the **school/governing body**

There have been no changes to the admission policies from previous years

The Governing Body is fulfilling its statutory duty to consult at least every seven years

The proposed admission arrangements are published on **Schools www** website and can be viewed at <https://www.xxx> or by contacting

Name, at email address

Any comments on the proposed admission arrangements should be sent to **Name and Address**, or email address.

The consultation opens on **xx date** and closes on **xx date**

Secretarial Changes to Academies' Admissions Policies

- *We have been advised to make some secretarial changes to our Model admissions policies for Academies. The changes are minor and ensure that it is clear which Academy Trust – by inserting the name – and that the responsibility for admission has been delegated to the Local Governing Body. The required changes are highlighted in green in the attached model policies:*
- *The **academy company (name of Trust)** is the admission authority and has delegated full responsibility for admissions to the Local Governing Body.*
- If you consulted last year, **you do not need to consult again** you just need to make the changes to your updated policy. I would ask that if you are consulting this year that you double check you made all the changes that were needed last year – highlighted in yellow in the attached documents.
- All communications relating to admissions should be sent to admissions@dioceseofshrewsbury.org

Consultation on Diocesan Website

- All correspondence to admissions@dioceseofshrewsbury.org
- Ensure it is marked clearly For Consultation
- Include:
 - Date consultation begins
 - Date Consultation ends
 - Link to where all information can be found on your school website

- Following completion of the Consultation Process, Governors must ensure arrangements are determined by the deadline date 28 February, taking into account the responses received and ensuring compliance with the School Admissions Code.
- Once approved, final (Determined) Admission Arrangements must be sent to the Diocese (admissions@dioceseofshrewsbury.org) **in advance of the statutory deadline** for publication **15th March 2026** to enable arrangements to be checked
- Schools must also publish Admission Arrangements on the schools website again prior to the above deadline date.
- Schools must also send the published arrangements to the LA no later than **15th March 2026**

Other Issues

- Policies for 2025-26 and 2026-27 (both should be on your website)
 - Prepare policy from start to finish 2027 - 28
 - Check all dates
 - Do you need all the oversubscription criterion? (Annual review – have you returned it?)
 - CES or LA with Diocesan criterion
 - Have the [square brackets] had the information inserted e.g. late applications
 - Have you removed the foot notes (these are for your guidance)
 - Do the notes correspond to the relevant over subscription criterion
 - Are you using the correct definition for distance – check with LA
- Fair access protocol – Have LA consulted with you



DETAILS OF PUPILS ADMITTED TO CATHOLIC PRIMARY SCHOOLS IN SEPTEMBER 2025

Name of School:

Published Admissions Number (PAN):

Number of pupils admitted to Reception in September 2025:

Please list below the **total** number of pupils admitted into reception, broken down into the admission over subscription criteria in **your** admissions policy:

Category	Criteria (Please insert YOUR over subscription criteria here)	No admitted
1		
2		
3		
4		
5		
6		
7		
8		
9		

Is the school implementing mixed year group classes this year? Which year groups?

Are there any other issues relating to admissions you would like to bring to the attention of the Diocese?

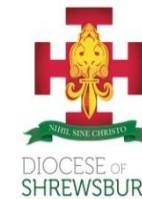
Are you planning to make any changes to the school's Admissions Policy for 2027-2028? If so, please give details below.

Preparing your policy for 2027 - 28

- Check model policies on website that you made the secretarial changes that were needed last year
- Academies there are some slight secretarial changes from last year and these have been updated on the model policies



Any Questions ?



Diocese of Shrewsbury
Department of Education