

Action ... Action ... Action ... Action ... Action ... Action ... Action

FROM	Donna Williams Team Lead Admissions and Appeals Service	Priority 1
TO	Head Teachers and Principals of Voluntary Aided, Trust and Foundation Schools and Academies	
CC		
STATUS	For action	ACTION BY Friday 21 October 2022
CIRCULAR REFERENCE	127	ISSUE DATE Friday 9 September 2022

Admission policies for 2024-2025

The Admission Code, published in September 2021, requires governing bodies who are their own admission authorities to consider their admissions policy for 2024-2025 in the autumn term of 2022. Where the admission arrangements are not proposed to be changed from the previous year there is no requirement to consult, **subject to the requirement that admission authorities must consult on their admission arrangements at least once every seven years**, even if there is no change.

You are reminded that the code requires admission authorities to refer in their admission arrangements to the process for requesting admission out of the normal age range (see page 25 of the code).

The governing body is advised to discuss their admission policy at a meeting as soon as possible during the autumn term. If the governing body is intending to make major changes to the school admission policy (including reducing the Published Admission Number) it must consult on the revised policy (in accordance with the Admission Code) within a six-week period between 1 October and 31 January. The draft admission policy must be sent to the local authority (LA) and published on the school website.

At the end of the consultation period, the governing body or admissions committee must meet again to consider any comments made and to determine (finalise) the admissions policy. The policy should be determined by no later than 28 February 2023, sent to the LA by email to donna_williams@sandwell.gov.uk and published on your website by 15 March 2023.

If the governing body is not making major changes to the admissions policy, please send the determined policy by email and publish on the school website as soon as possible and by no later than 15 March 2023.

Finally, in order for us to monitor when schools or academies are due to consult on admissions arrangements, I would be most grateful if you could complete the [attached form](#) to advise when this last took place and email to donna_williams@sandwell.gov.uk

If there are any specific issues that you want to discuss in relation to this circular, then please do not hesitate to contact me on 0121 569 8138 or email donna_williams@sandwell.gov.uk

Additional circular information

Admission Arrangements – September 2024 [response form]