Governing Board Workflow – What should the board do and when?

You will notice by looking at this flowchart that it can take up to 24 months to review, consult and implement new admissions arrangements. So to implement changes for admission in September 2024/25, a governing board would be starting the process in the summer term of 2023. As admissions is an annual process it means at certain times of the year the governing board could be engaged in the appeals, implementation and proposal of more than one set of admission rounds. This can get confusing so we strongly recommend that admissions matters and key dates are embedded into the operational plans/calendar of the governing board.

Timeline- From Review to Starting School

Year 1 – A year to amend and or agree the arrangements

- Governing Board completes annual review of admission arrangements
- Are changes to be made?
  - No Changes
    - Send a copy of arrangements to the Diocese, stating ‘no change’
  - Yes major changes
    - Send draft arrangements to the Diocese by the end of September to allow response before public consultation process.
    - Six week public consultation process starts 1st October at the earliest. Ensure this starts at the latest by December as it must be completed by 31st January.
    - Admissions Arrangements must be determined (agreed and ratified) at a full governing body meeting by 28th February.
    - A copy of the admission arrangements must be sent to the LA and Diocese and published on the school website by 15th March
  - Yes minor changes
    - Send a copy of arrangements to the Diocese, highlighting minor changes
Year 2 – A year to implement the arrangements

August 8th is the deadline for Admission Arrangements to be sent to Local Authorities to be published in their ‘composite prospectus’.

Primary of Secondary school?

Primary

Autumn Term

Closing date for applications 15th January

Appeal timetables to be published on school website by 28th February

National offer day 16th April

Spring Term

Secondary

Closing date for applications 31st October

Appeal timetables to be published on school website by 28th February

National offer day 1st March

New intake starts school September

Summer Term