



TIMETABLE FOR SETTING ADMISSION ARRANGEMENTS FOR 2025–2026

All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.

Admissions authorities **must** set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements **they** must be consulted on at least once every 7 years, even if there have been no changes during that period.

For admission arrangements for entry in September 2025, consultation **must** be for a minimum of 6 weeks and **must** take place between **1st October 2023** and **31st January 2024**, as set out below:

CONSULTATION

September - October 2023

Governing Body/Academy Trust meetings arranged to discuss admission arrangements for your school.

1st October 2023 – 31st January 2024

If you are proposing a change to your admission arrangements (including any supplementary information form) – your consultation **must** last for a minimum of 6 weeks, and take place during this period in the determination year. People who should be consulted 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 admission arrangements;
- 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 is not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.
- g) and in the case of a foundation or voluntary aided school which is designated as having a religious character, the body or person representing the religion or religious denomination;
- h) for secondary schools, copies should also be sent to feeder primary schools.

Please forward a copy to the LA's Admissions Team for scrutiny (takes place Mid-November and Mid-January), to ensure compliance with the School Admissions Code.

To meet these consultation requirements you **must** publish a copy of the full proposed admission arrangements (including the proposed PAN) on your school website together with details of the person within the admission authority to whom comments may be sent and the areas of which comments are sought. 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. Failure to consult effectively may be grounds for subsequent complaints and appeals.

Please note – the consultation must be completed by 31st January 2024. A further Governing Body/Board of Trustees meeting should be arranged to discuss the consultation outcome and formally agree the admission arrangements for 2025–2026 (see below).

DETERMINATION

All admission authorities **must** determine (ie formally agree) their admission arrangements, including their PAN, every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements for entry in September 2025 **by 28th February 2024.**

Before 15th March 2024

Once admission authorities have determined their admission arrangements, they **must** notify the appropriate bodies (please refer to c), d) and f) in the list above, including all governing bodies for community and voluntary controlled schools in the relevant area), and **must** publish a copy of the determined arrangements on their website displaying them for the whole offer year (ie from 15th March 2024 to 31st August 2026). Admissions authorities **must** send a copy of their full, determined arrangements to the Admissions Team at the Local Authority as soon as possible before **15th March 2024.** Admission authorities for schools designated with a religious character **must** also send a copy of their arrangements to the body or person representing their religion or religious denomination.

If an admission authority has determined a PAN that is higher than in previous years, they must notify the Admissions Team at the Local Authority that they have done so, and make specific reference to the change on their website.

The Local Authority **must** publish on their website the proposed admission arrangements for any new school or Academy which is intended to open in their area within the determination year, details of where the determined arrangements for all schools, including Academies, can be viewed, and information on how to refer objections to the Schools Adjudicator. Please supply your determined admission arrangements to the Admissions Team at the Local Authority as soon after the 28th February as possible, to ensure that we have your school's arrangements displayed by **15th March 2024.**

OBJECTIONS

1st March 2024 – 15th May 2024

Timescale if anyone would like to object to the Office of Schools Adjudicator about your school's admission arrangements.

In accordance with the Schools Admission Code, all admission authorities that are not the Local Authority **must** provide all the information that the Local Authority needs to compile the composite prospectus no later than **8th August 2024,** unless agreed otherwise.

Relevant e-mail addresses:

School Admissions Team:

admissionsteam@hartlepool.gov.uk

Office of Schools Adjudicator:

osa.team@osa.gsi.gov.uk

Secretary of State:

admissions.ecad@education.gsi.gov.uk