



17<sup>th</sup> December 2015

Dear Parent/Carer

**Consultation on Admission Policy**

The Academy Committee is now determining its Admission policy for 2017/2018 and it is a requirement for us to consult on our admission arrangements every 7 years (DFE School Admission Code December 2014). Please see below details of the consultation below and attached our proposed admission arrangements for 2017/2018.

**Parties we will be consulting with:**

Parents of children aged 2 – 18 yrs, local nursery schools, Stoke on Trent County Council, Headteachers of local primary schools, The Archdiocese of Birmingham, Staffordshire County Council.

Participation is also welcomed from members of the local community who have not been specifically invited.

**Notification of consultation parties**

This letter and associated documents will be available to download from our website

[www.staugustinescatholicacademy.org](http://www.staugustinescatholicacademy.org) along with the details of the person within the admissions authority to whom comments may be sent.

Copies of the proposed admission arrangements will be sent out upon request to any persons or bodies listed above inviting comment.

Individual letters and the documentation will be sent to the parties listed above.

The documentation will be displayed at The Crescent, The Grange and Westfield Children's Centres, Meir Health Centre, local business and local nursery schools and early year settings, and Meir Library.

Date	Activity
18/12/15 to 29/01/2016	Consultation takes place
05/02/2016	Report on the consultation outcome available and published on the school website.
	Revised policy (if applicable) presented to full Academy Committee meeting
1/3/2016	All consultees notified of the outcome
16/3/2016	Publish policy on website and notify Archdiocese and Stoke LA

**Responding to the Consultation**

Consultation participants may respond as follows:

By letter to Consultation, St Augustine's Catholic Academy, Sandon Road, Meir Stoke-on-Trent ST3 7DF

By using the reply slip at the bottom of this letter. By email to [office@staca.org.uk](mailto:office@staca.org.uk)

Yours sincerely

Principal on behalf of the Academy Committee

X.....

**REPLY SLIP - CONSULTATION ON ST AUGUSTINE'S CATHOLIC ACADEMY ADMISSION POLICY 2017/2018**

**COMMENTS (All comments must be received by (29/01/2016))**

**SIGNED** ..... **NAME (BLOCK CAPITALS)** .....

