

## **Consulting on Admission Arrangements for 2020/21**

Where the admission arrangements have not 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 7 years, even if there have been no changes during that period.

However, any admission authority proposing to change its admission arrangements for 2020/21, or that has not consulted on admission arrangements at least once in 7 years, must consult on the proposed arrangements (including any supplementary information form) for a minimum of 6 weeks between 1 October 2018 and 31 January 2019.

If a consultation is necessary, it should include all the following:

- 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 admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools), the administrative County of Oxfordshire;
- d) Oxfordshire County Council;
- e) adjoining local authorities; and
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

For the duration of the consultation period, the relevant admission authority must publish a copy of the full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought.

Admission authorities must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed in (a) to (f) above inviting comment.

Failure to consult effectively may be grounds for subsequent complaints and appeals.

Any admission authority may place its proposed admission arrangements on Oxfordshire County Council's Consultation Portal free of charge. Any admission authority seeking to do this should send a copy of the proposals to Kelly Ahmed at [kelly.ahmed@oxfordshire.gov.uk](mailto:kelly.ahmed@oxfordshire.gov.uk), together with the name and address of the person at the admission authority to whom responses should be returned,

All admission authorities, including those that have not consulted on any changes to the existing admission arrangements, are legally required to determine admission arrangements for entry in September 2020 by 28<sup>th</sup> February 2019.

Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website. The determined admission arrangements for 2020/21 will then need to be displayed up until the end of the 2019/20 school year.

There is a legal requirement to send a copy of the full, determined admission arrangements to Oxfordshire County Council as soon as possible before 15<sup>th</sup> March 2019. 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.

In addition, there is also a legal requirement for admission authorities to inform Oxfordshire County Council if a PAN has been determined that is higher than in previous years.

Please note that there is no legal requirement to consult on the following:

- (a) an increase to the PAN;
- (b) a change to the admission arrangements to comply with the mandatory provisions of the School Admissions Code or the School Admissions Regulations.

Oxfordshire County Council is the admission authority for Community and Voluntary Controlled schools. Therefore, Oxfordshire County Council is responsible for consulting on and determining admission arrangements for these schools. The proposed admission arrangements for Community and Voluntary Controlled schools will be published on Oxfordshire's Consultation Portal.