

DIOCESE OF **Hexham & Newcastle**  
DEPARTMENT FOR EDUCATION

**SCHOOL ADMISSIONS POLICIES  
CONSULTATION GUIDANCE 2024-25**

The Diocesan Department for Education has made adaptations to the wording of model admissions policies this year and a full consultation of all policies will be required by 31 January 2023. The Diocese will facilitate this consultation on behalf of the Catholic Education Trusts which are the admission authorities.

The Diocesan Department for Education will send out proposed admissions policies to the Trusts on 16 September. Trusts will send any queries to the Diocese by **27 September 2022**.

The Diocesan Department for Education will send out proposed admissions policies to each school by **30 September 2022**. A full governing body meeting must be arranged to discuss the proposed policy for the school. The Catholic Education Trust is the admissions authority. However, in practice the determination and administration of the school admissions policy is delegated to the local governing committee.

The Diocese's consultation period will take place from **5 December 2022 - 27 January 2023**.

Those who must be consulted are:

- the Diocese of Hexham and Newcastle
- all other admission authorities in the relevant area, i.e., the local authority, other local authorities, other Catholic schools in the area;
- other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions, i.e., other schools in the area;
- parents of children between the ages of two and eighteen who are resident in the relevant area.

To meet these consultation requirements, the governing committee **must**:

1. check the proposed policy for errors/omissions and submit any queries to the Diocese by **14 November 2022**;
2. once queries (if any) have been addressed with the Diocese, a copy of the Diocesan approved policy must be published on the school's website by **5 December 2022** and a link sent to the Diocese;
3. inform parents of children in the school via letter (see sample letter)/school newsletter/parish newsletter that there are proposed changes to the policy;
4. send upon request a copy of the consultation response form (see sample response form) to interested parties via email/post;
5. document all aspects of the consultation;
6. collate and analyse responses from the consultation.
7. Agree on policy at full governing body meeting following consultation and inform the Diocese.

*See the checklist enclosed to ensure you meet all requirements.*

On your behalf, the Diocese will:

1. place on the Diocesan website a link to the school's website where a copy of the proposed policy and proposed changes will be found;
2. alert the local authority in which the school is situated, local schools and other local authorities to the proposed policies and changes;
3. place an advert in the local newspaper to alert people in the local area to the consultations.

### **Key Dates**

#### **16 September 2022**

Trusts will receive proposed admissions policies for review.

#### **27 September 2022**

Deadline for Trusts to send queries to Diocese.

#### **30 September 2022**

Schools will receive the proposed admissions policies.

#### **14 November 2022**

Deadline for schools to send queries to Diocese.

#### **5 December 2022 - 27 January 2023**

Diocesan consultation period.

#### **27 January - 28 February 2023**

A full governing body meeting must be arranged to discuss the consultation outcome and finalise the admission arrangements for 2024-25. A record of the consultation responses and decision(s) made at this meeting **must** be minuted.

#### **28 February 2023**

Deadline for the school (on behalf of the admissions authority) to send a copy of their determined admissions policy for 2024-25 to the Diocesan Department for Education.

#### **15 March 2023**

Deadline for the Diocesan Department for Education to send a copy of the determined admissions policy for 2024-25 to the local authority.

Deadline for schools, on behalf of the admissions authority, to publish a copy of their determined admissions policy on their website.

#### **15 May 2023**

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

### **Relevant e-mail addresses**

Diocesan Department for Education:

[education@diocesehn.org.uk](mailto:education@diocesehn.org.uk)

Office of Schools Adjudicator:

[osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)

**SCHOOL ADMISSIONS POLICIES  
CONSULTATION GUIDANCE 2024/25**

**CHECKLIST FOR SCHOOLS**

To meet the consultation requirements, you **must**:

<b>ACTION</b>	<b>DATE</b>	<b>COMPLETED</b>
Full governing body to discuss proposed policy and submit queries to the Diocese	No later than <b>14 November 2022</b>	
Place a copy of the Diocesan approved policy on the school's website and send the web link to the Diocese	By <b>5 December 2022</b>	
Inform parents of children in the school via letter/school newsletter/parish newsletter of the consultation on the agreed policy	By <b>5 December 2022</b>	
Send <b>upon request</b> a copy of the consultation response form to interested parties via email/post	Throughout consultation period	
Document all aspects of the consultation	Throughout consultation period	
Collate and analyse responses from the consultation	After <b>27 January 2023</b> and before full governing body meeting	
Agree on policy at full governing body meeting following consultation and inform Diocese	By <b>28 February 2023</b>	
Publish a copy of the determined policy on school's website	By <b>15 March 2023</b>	

## **SAMPLE LETTER TO PARENTS/OTHER RELEVANT GROUPS**

*Please note that this letter should be adapted to suit your school. You may want to attach a copy of the proposed policy as well as suggested changes.*

Dear [relevant person/group],

### **Consultation on Admissions Arrangements for [school name, school town] 2024-25**

Where changes to admissions arrangements are intended, all schools are required to consult before these are determined and published.

Please find attached the policy for consultation for 2024-25.

A consultation response form is available by request from the school.

The governing body will consider all comments received before they determine the arrangements for 2024-25.

Yours faithfully,

[name of headteacher]  
Headteacher

**ADMISSIONS POLICY 2024/25 CONSULTATION RESPONSE FORM**

**SCHOOL NAME**

**SCHOOL TOWN**

**Do you agree to the policy for 2024/25?**

Strongly agree

Agree

Unsure

Disagree

Strongly Disagree

**Please give any comments below:**

**Are you? (please tick and use the space provided to state which school you are from):**

A parent/carer of a pupil .....

Staff member of a school/academy .....

Pupil .....

Governor .....

**Other representative: (please tick and use the space provided to state which organisation you are from):**

Diocesan representative .....

Union .....

Voluntary Sector representative .....

Other .....

**If you wish to let us know your name and address please complete your details below:**

**Name:** .....

**Address:** .....

**This response form should be returned to the address below by no later than 27 January 2023.**

Thank you for your views.

If you wish to post your response, please return to:

**School Name**

**School Address**

**Fax no:**