

**Advice for own admission authority schools and academies  
on consultation of admission arrangements**

Changes such as adding/removing a criterion to your oversubscription, changes to your catchment area or reducing your published admission number (PAN) must be consulted on within the timeframes as set out by the School Admissions Code. You do not need to consult if you wish to increase your published admission number.

If you wish to make changes to your admission arrangements for the academic year **2022/23** you will need to consult on your proposed changes for a **minimum of six weeks between 1 October 2020 and 31 January 2021**.

**You need to share your proposed admission arrangements with the following parties during your six-week consultation period between the dates above and provide contact details for where they can respond with their comments. Below are our suggestions for ensuring a comprehensive consultation:**

Parents of children between the ages of two and eighteen

- Publish your proposed 2022 arrangements on your website. Include a cover note/letter highlighting the proposed changes and reasons behind this
- Include an article/notice in your newsletters to parents advising them of the consultation, the proposed changes and how they can comment on these
- Write to prospective parents of children who may apply for your school for 2022 – for lower/primary schools share your proposed 2022 policy, including a covering note, with parents of children attending your pre-school/nursery. For middle /secondary /upper schools share your proposed 2022 policy with parents of children attending your feeder schools.

Other persons in the relevant area who in the opinion of the admissions authority have an interest in the proposed admissions

- Publish your proposed 2022 arrangements on your website. Include a cover note/letter highlighting the proposed changes and reasons behind this
- Promote your consultation on the school's social media accounts
- Share your proposed 2022 policy with local bodies (ie town or parish councils)

All other admission authorities and governing bodies within Central Bedfordshire

- Email a copy of your proposed 2022 admission policy, including a cover note highlighting the changes, to all schools/academies in Central Bedfordshire.
- You may wish to also send a copy of your proposed policy document to the Headteachers of schools/academies in your cluster and/or feeder schools so that they are fully aware of the proposed changes.

### Central Bedfordshire Council

- Email a copy of your proposed 2022 admission policy to [AdmissionArrangements@centralbedfordshire.gov.uk](mailto:AdmissionArrangements@centralbedfordshire.gov.uk)

### For Catholic and Church of England schools/academies

- Email a copy of your proposed 2022 admission policy, including a cover letter highlighting the changes, to your rep at the diocese

Just a reminder that your admission policy needs to include the following information

- Your published admission number (PAN)
- Oversubscription criteria used to determine allocation of places
- Definitions for each criterion
- Details of the tiebreaker (used to separate applications within same criterion)
- The designated measuring point of the school
- Information regarding waiting lists and right of appeal for unsuccessful applicants
- Information regarding delayed admission for summer born (lower and primary schools) or admission out of year group (middle, secondary and upper schools)

We are happy to provide a template policy if this will assist.

If you would like any further information or have any queries regarding the process then please do not hesitate to contact us.