

**To:** Headteacher and Admission Officer

**From:** Paul Kennedy CEO

**Status: Immediate Preparatory Action Required: Admissions Policy Consultation – Please give this email priority attention**

29<sup>th</sup> November 2024

**SUBJECT:** Consultation on Admissions Policies for 2026-27

**BACKGROUND:** You will be aware that the Trust Board is the Admissions Authority for your school.

The 2026-27 admissions policy for your school would require consultation. Immediate action is now required by the person/s who action admissions operations within your school.

Admissions consultation is a statutory process and therefore must be given the highest attention and priority by the relevant person/s at this time. All schools within the Trust are operating to the same timeline and therefore we require the full compliance of every school to both the required actions and timeline that are given in this briefing note. We cannot amend the timeline for any school. Failure to adhere to the given timeline and actions could result in the consultation being challenged and/or rendered invalid. We are grateful to you and your team for your co-operation, time and attention to this matter.

As last academic year, each school where consultation is required, will facilitate the consultation with the relevant stakeholders as detailed in the **Step-by-Step guide** below. **PLEASE READ AND FOLLOW THIS GUIDE EXACTLY AS DETAILED.** Actions for schools are highlighted in the timeline below in **green**. The central team will undertake the consultation with the Local Authority and Diocese. Therefore, please do not send your policies or consultation information to the LA or Diocese, to avoid confusion.

The consultation process will take place between the 3<sup>rd</sup> December 2025 and 15<sup>th</sup> January 2025, in line with the School Admissions Code.

Feedback on the consultations for all Trust schools are required to be sent to:

[admissions@goodshepherdtrust.org.uk](mailto:admissions@goodshepherdtrust.org.uk) or via post, to the Trust's central office. If a stakeholder accidentally sends their views directly to the school, please forward these, without delay, to the admissions@ email address. No responses to feedback should be provided. All feedback will be considered by trustee directors, after the consultation has closed.

**TIMELINE:**

3 <sup>rd</sup> December 2024	<p>Consultation period begins</p> <p><b>GST Central Team</b> to send to the relevant Local Authority, Admissions Forum (if applicable), Diocese and publish on the GST website on this day.</p> <p><b>Schools</b> to publish on the admission page of the school website and send to all other parties as detailed within the Step-by-Step guide below <b>on this day. YOU MUST NOT DISTRIBUTE THIS INFORMATION BEFORE THIS DATE.</b></p>
-------------------------------	---

	<b>If you miss this date, we will need to extend consultation to compensate.</b>
15 <sup>th</sup> January 2025	Consultation period ends
15 <sup>th</sup> – 20 <sup>th</sup> January 2025	<b>GST Central Team</b> to analyse responses and preparation for Board consideration
26 <sup>th</sup> January 2025	<b>GST Central Team</b> to send all policies for final determination by the Board (having analysed feedback)
February 2025	<b>Board</b> Spring 1 meeting to determine all Admission Policies
28 February 2025	Statutory deadline for admission arrangements to be determined by the <b>Trust Board</b>
Between 10 <sup>th</sup> February and 14 <sup>th</sup> March 2025	<b>GST Central Team</b> will send final determined policies to all schools
15 March 2025	Deadline for: <b>GST Central Team</b> to send copies of each school's determined admission arrangements to the relevant Local Authority, Diocese and update Trust website <b>Schools</b> to post on individual schools' websites

**STEP-BY-STEP GUIDE:** Upon immediate receipt of this briefing, your school should begin the preparations for undertaking local consultation on your 2026-7 admissions policy.

1. Ensure that the person responsible for dealing with operational admissions matters receives a copy of this briefing and that they undertake the actions contained within it, as their priority task. **Please check the wording in Appendix 1 as it need the correct links to your website inserted.**

2. Ensure that you have email addresses for all the following parties (*Note – these should be the same as those you consulted with previously, so you should already have them on file*):

- All other infant, junior and primary schools (and admission authorities e.g., MATs) within a 3-mile radius and other schools with a religious character within your deanery.
- Parents of children aged 2-18, including those currently at your school
- Local churches and PCC's
- School, private, voluntary, and independent nurseries (within 3 miles)
- Youth groups and clubs (as appropriate)
- Community and children's centres (as appropriate)
- Resident groups (as appropriate)
- Parish and Town Councils (as appropriate)

3. Prepare draft emails containing Appendix 1 (**exactly as provided in Appendix 1 below**) as the body of the email, to all those parties listed in point 2. Remember to attach your draft policy and all SIFs (as applicable) as PDF's – these are provided to you. **Do not send the emails until the 3<sup>rd</sup> December under any circumstances.**

4. **On the 3<sup>rd</sup> December** you MUST send the draft emails that you have prepared to all the parties listed in point 2. You MUST keep copies of all the emails that you send. These emails may be requested as evidence that effective consultation has taken place. Ensure that you adhere to GDPR regulations with email addresses. Use BCC if you 'bulk' send emails but if you do so, ensure that your

'sent' copy clearly shows who the email has been sent to or state at the top who the email, who it has been sent to e.g. *Distribution - All primary schools within a 3 mile radius*

5. Ensure that the person who is responsible for updating your school website is provided with a copy of Appendix 1 (below) and all policies and SIFs (as applicable). They **MUST** ensure that this information is displayed on the **Admissions page** of your school website **on the 3<sup>rd</sup> December**. All information must remain there, clearly marked as draft and for consultation, until 5pm on the 15<sup>th</sup> January 2024. Take a 'screenshot' or photograph of the admissions page of your school website on the 3<sup>rd</sup> December and save it as evidence that it was displayed. Ensure that the draft policies and consultation documentation is removed from your website at 5pm on the 15<sup>th</sup> January 2025.

6. If you have noticeboards that are outward facing where members of the public can see them (e.g. on the playground) place copies of Appendix 1 (below) and your policy and SIF up on them, on the 3<sup>rd</sup> December. The information should remain there until the 15<sup>th</sup> January 2025.

7. If you have a school newsletter, ensure that parents are given frequent reminders of the admissions consultant, throughout the consultation period, until it closes on the 15<sup>th</sup> January 2025. You should save copies of the newsletters containing this information, as evidence along with your 'sent' emails to stakeholders.

8. If you have a school Facebook, Twitter, or Instagram page, please promote the admissions consultation throughout the process i.e., by referring people to the admissions page of your school website.

9. Ensure that the local committee chair and clerk receive a copy of Appendix 1 (below) and the draft policies and SIFs (as applicable) by the 3<sup>rd</sup> December 2024. Marked as 'For information only'. There is no action for the local committee to take on this matter and it does not need to form an agenda item at any meeting as this is a trustee director decision and process.

10. Please direct anyone who wishes to make a comment on the consultation to: [admissions@goodshepherdtrust.org.uk](mailto:admissions@goodshepherdtrust.org.uk) If necessary, remind people that we will not respond to individual comments or make changes to the draft policies during the consultation period.

## Appendix 1



### **2026/7 Admissions Policy Consultation**

The Good Shepherd Trust is the Admissions Authority for Scott Broadwood Church of England Infant School, The Street, Capel, Dorking, RH5 5JX

The Trust is consulting on the 2026/7 admissions policy for Scott Broadwood Church of England Infant School because we have not done so for seven years and would like to hear your views. The Trust has a statutory duty to consult on admissions arrangements every seven years even if no changes are proposed.

The consultation period will run from the 3<sup>rd</sup> December 2024 until 15<sup>th</sup> January 2025.

Information about the consultation will be provided on the Trust and school websites

[Admissions - The Good Shepherd Trust - Transforming Schools](#)

**INSERT LINK**

during the consultation period.

#### **What is the proposed change?**

There are no proposed changes to the policy.

#### **How can I respond to the consultation?**

If you would like to submit a response to the consultation, please email Miss Amanda Johnston on: [admissions@goodshepherdtrust.org.uk](mailto:admissions@goodshepherdtrust.org.uk) or write to: Mr Paul Kennedy, The Good Shepherd Trust, Academies Office, Larch Avenue, Guildford, Surrey, GU1 1JY.

Please ensure that your response is entitled: 2026/7 Admissions Policy Consultation.

You are able to submit a free text response.

However, the Trust Board would find it helpful if you could include your name and the name of the school to which you are submitting a response. Also, if you are able to indicate whether you will be affected by the proposed change and if so, in what way.

Further details on the admissions consultation process can be found in the School Admissions Code: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1001050/School\\_admissions\\_code\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf)

#### **What happens next?**

Please note that you will not receive an individual response to your submission and no changes to the proposed policies will be made during the consultation period. After the consultation has closed, all responses will be collated and presented to the Trust Board during the first half term of the spring term 2024. The Board will then decide whether to proceed with the proposed change as well as determining the admission arrangements for all other Trust schools for which no changes are proposed. Once determined the final admission arrangements for all schools will be placed on the websites of the individual schools and sent to the Local Authority and Diocese.

---

In the meantime, or during the consultation process, if you have any queries over the above, please do not hesitate to contact me.

With thanks and kind regards,

Paul