

Diocese of Chichester

Admissions Timeline for review and consultation 2023/20234
For the year 25/26, admission in September 2025

Please note: If you haven't consulted on your admission arrangements within the last 7 years, you must do so this year even if you are not proposing any changes.

Date	Activity	Detail
September 2023 onwards If changes are planned, the arrangements should be reviewed at the earliest opportunity in the new school year in order to allow for consultation with the Diocese.	Review and propose admission arrangements	The Governing body, as Admission Authority, reviews admission arrangements with regard to the School Admissions Code September 2021 and with reference to the LA co-ordinated admission scheme
October 1 2023	Start of formal consultation period	This is the earliest date to begin formal consultation if changes are proposed, or at least every 7 years.
By October 20 2023	Consultation with the Diocese where changes are proposed or at least every 7 years	Governing body sends admission arrangements, including any SIF, to the Diocese
The Diocese will respond to all arrangements needing consultation by November 10 to allow the admission authority to make recommended changes before going out to full consultation.	Advice from the Diocese Review by the governing body	Governing body should follow advice given by the Diocesan Board of Education (this is specifically in relation to faith criteria, although guidance will be given on compliance to all schools in our SLA) and prepare firm proposal arrangements
1 October 23 to 31 January 2024	Statutory Consultation period,	Statutory consultation with other admission authorities interested parties a minimum of 6 weeks between 1 October and 31 January
31 January – 28 February 2024	Determination and Notification	<u>All admission authorities must determine admission arrangements by 28 February every year even if they have not changed from previous years and a consultation has not been required.</u> Admission authorities must notify the appropriate bodies and must publish a copy of the determined arrangements on their website displaying them for a whole year. The LA and Diocese must receive a copy of the determined arrangements as soon as possible before 15 March

28 February 2024		Deadline for admission authorities to publish their appeals timetable on their website.
15 March 2024		Deadline for admission authorities to send a copy of their full determined admission arrangements to their local authority.
15 March 2024		Deadline for local authorities to publish on their website the proposed admission arrangements for any new school or Academy which is intended to open within the determination year, details of where the determined arrangements for all schools, including Academies, can be viewed, and information on how to refer objections to the Schools Adjudicator.
By 15 May 2024	Adjudication	Admission arrangements are referred to the Schools Adjudicator where the admission authority concerned fails to comply with the mandatory provisions of the Schools Admission Code (2014) or where guidelines are not followed. Decisions on objections to admission arrangements are made by the Schools Adjudicator. Objections must be referred to the Adjudicator by 15 May. The Governing Body must comply with any direction from the Adjudicator or Secretary of State within 2 months
LA Composite Prospectus By 8 August 2024	Publication	The admission authority must provide the LA with all the information for the composite prospectus no later than 8 August
By the end of August every year	In year admissions decision, from the 2021 code	Notify the LA about in year admission co-ordination, if you want the LA to do this on your behalf or you are going to manage these in school. Ensure this information is also on your website so it is clear how to apply for an in year place.

Offer year 2023/24 dates

31 October 2023 National closing date for secondary school applications.

15 January 2024 National closing date for primary school applications.

1 March 2024 National offer day for secondary school places.

16 April 2024 National offer day for primary school places.

These are the same dates each year, unless the day falls at a weekend, when it will be the first week day after the usual date.