

Information for admission arrangements formal consultation

After the diocese has seen the proposed arrangements:

- Send emails or post notices to all consultees as advised in the code/information on consultation. The LA may be able to help with contacts, especially with the relevant area.
- Keep a record of all those consulted, and the method used. It is important to retain this in case of any challenge to the process of the consultation.
- The email needs to state the changes (if any) being proposed and any reasons why these are being made. If the consultation is required as it is seven years since you last consulted and no changes are being proposed, state that. It must also be clearly posted on the school website for the whole of the consultation period.
- Add a link to the current and proposed admission arrangements, to include the policy and any SIF, in the email and state where paper copies can be obtained
- Give the time period for the consultation, the start date and the end date (6 weeks minimum required).
- State where any comments on the proposals should be sent, usually a specific email address for comments, to the chair of admissions panel, or GB chair, this must be a school address. You also need to state where paper comments can be sent, usually a box at reception in the school.

It is usually sent by the chair of the GB, to include their name and signature.