### ADMISSIONS TIMETABLE 2019 – 2020

### (For 2021 – 2022 admissions)

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| **JUNE/JULY 2019** | Discuss admission arrangements (Policy and SIF) for 2021-2022 with governing body or admissions committee, deciding on any amendments. If governors decide to amend the arrangements, please send amended draft policy and SIF to diocese this term. Book new governors on Admissions training for governors (15/10). |
| **BY 30/09/19** | Send draft 2021-2022 arrangements to Diocese for advice on compliance. |
|  | On receipt of advice make any necessary amendments. |
| **1/10/19 - 31/1/20** | **Statutory consultation** for a minimum of 6 consecutive weeks on any substantial amendments (i.e. that may affect an applicant’s ranking) made to policy or SIF. Send policy and SIF to LA telling them what the changes are and ask them to send the policy and SIF out for statutory consultation. You must send the arrangements to local Catholic pre-schools/playgroups and other local groups as the LA will not cover these. If your LA does not offer the consultation service contact Diocese for list of consultees. If you have not sent your admission arrangements out for consultation since 2014 then you **must** go out to consultation this year regardless of whether or not changes have been made. |
| **BY 28/02/20** | Update appeals arrangements for 2020-2021 and put them on school website (NB. **minimum** time parents must be given to lodge appeals is 20 **school** daysafter receipt of refusal letter. Friday 17th April 2020 is suggested as final date for receipt of appeals for secondary schools and Friday 22nd May 2020 for primary schools.) Book members of admissions committee on Presenting Officers training – 01/04, (for presenting school’s case to appeals panel.) |
| **JAN/FEB 2020** | Take 2021-22 admission arrangements to admissions committee/full governing body meeting. Consider any representations made and determine arrangements. **N.B. Deadline for determination and for sending determined arrangements to LA and Diocese is 28th February 2020.** |
| **BEFORE 15/03/20** | Put determined arrangements on the school website in a prominent and easily accessible position. |
| **APRIL/MAY 2020** | Check LA website to ensure correct version of the admission arrangements is displayed. |

For further information, please contact maryryan@rcdow.org.uk