**Consultation Procedure for 2022 - 2023**

If you have changed anything substantial in your policy or SIF e.g. anything that may affect an applicant’s chances of obtaining a place at your school or affect their ranking, you will need to go out to consultation. If you have not consulted since your 2015 -2016 policy you will need to go out to consultation for 2022-2023 even if you have not changed anything.

The procedure is as follows:

1. Agree the proposed policy and SIF with the admissions committee (if delegated to make these decisions) or with the full governing body;
2. Send the proposed 2022-23 policy and SIF to the diocese, noting any changes;
3. When you receive your policy and SIF back from the diocese, make the necessary amendments;
4. Send your policy and SIF to your local authority stating the changes made (or that it is the 7- year consultation) and ask them to put your arrangements out for consultation. If your local authority does not offer this service, you will have to send your consultation documents to:

**for secondary schools:** to all schools in the local authority area (maintained &

academy);

**for primary schools:** to all primary, infant and junior schools (maintained and

academy).

Consultation consists of sending/posting/emailing a full copy of your admission arrangements (i.e. policy and SIF), accompanied by a letter stating your proposed PAN for 2022 - 2023, saying what has been changed and inviting comments.  A final date for receipt of comments must be given (this must be a minimum of 6 weeks from the date you send the documents and must end by 31/01/21 at the latest) and a named person at the school to receive the comments, together with the address and phone number of the school and an email address.

1. The admission arrangements must also be put on the school website with the information in 5. above. The parents of all children at the school must be informed and either given the documents or directed to the school website and encouraged to respond to the consultation. Primary schools should also consult with local nurseries, playgroups and other groups that may have an interest.
2. Regardless of whether or not the LA assists with the consultation, it remains the responsibility of the governing body to ensure that the consultation is carried out fully and within the relevant timescales. Failure to follow correct procedure may render the consultation invalid.
3. The School Admissions Code 2014, at 1.44, gives information on consultation.
4. For further information please contact [governors@rcdow.org.uk](mailto:maryryan@rcdow.org.uk)