



# **St Werburgh's CE Primary School**

Consultation Report: Admissions Policy 2023/24

### **Purpose of Consultation Activity**

Following the publication of the updated School Admissions Code (2021), a consultation on the 2023/24 admissions policy commenced to ensure compliance. It is also a requirement for all schools to consult on their admissions policy every 7 years (whether or not there are changes), therefore a decision was made by DDAT to align all member schools to ensure this is completed.

### **Consultation Requirements and Relevant section(s) of School Admissions Code (2021):**

**1.45** When changes are proposed to admission arrangements, all admission authorities must consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

**1.46** Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year.

**1.47** Admission authorities must consult with:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority is not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination

**1.48** For the duration of the consultation period, the admission authority **must** publish a copy of their full proposed admission arrangements (including the proposed PAN) on the school's website or its own website (in the case of a local authority) together with details of where comments may be sent and the areas on which comments are not sought. Admission authorities **must** also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.

### **Consultation Activity Undertaken**

In accordance with statutory DfE guidance, the consultation ran for a minimum of six weeks commencing on 15th October 2021 and was extended to end on 7th January 2022. In line with section 1.47 of the School Admissions Code (2021), the following consultation activities were completed:

<b>Stakeholder(s)</b>	<b>Method</b>	<b>Date Completed</b>
General	A copy of the proposed admissions policy was added to the school website. The webpage included an	Published on school website 29/11/21.

	outline of the changes, the proposed date when changes will take effect, a full copy of the proposed policy, and clear instructions on how to provide a response and/or feedback.	
Parents/Carers	Letter sent to parents/carers with children currently at St Werburgh's Primary School  Letter sent to prospective parents/carers via feeder schools/settings.	Letter to parents/carers of students at St Werburgh's Primary School distributed by school on 29/11/2021.
All other admission authorities within the relevant area (except that primary schools need not consult secondary schools)	Letter sent to Primary Academies/Academy Trusts in area.	Derby City Council completed on 15/10/21.
Whichever of the governing body and the local authority who are not the admission authority	Letter sent to Derbyshire County Council Admissions Dept.	Email sent to Admissions Department at Derby City Council on 02/12/2021.
Any adjoining neighbouring local authorities where the admission authority is the local authority	Letter to adjoining Local Authorities Admissions Depts.	N/A
In the case of schools designated with a religious character, the body or person representing the religion or religious denomination	Letter to Derby Diocese and Parishes.  Derby Diocese Diocesan Director of Education (DDE)	Email sent to Carolyn Lewis (DDE) on 15/10/21 to invite initial feedback on template policy.  Email sent to Carolyn Lewis to invite formal feedback as part of consultation on 10/12/2021.  Letter to parishes sent 06/12/2021

## Consultation Responses

Following early feedback from the Diocese of Derby, the original admissions policy presented for consultation was shortened. This was to ensure the policy was focussed and accessible to all stakeholders.

Additionally, as part of the wider DDAT consultation, feedback was received from Derbyshire County Council which led to updates in wording being implemented to ensure clarity regarding the process for in-year admissions.

The draft St Werburgh's CE Primary School Admissions Policy for 2023/24 was updated throughout in line with the feedback received and is now presented to Governors for final approval and determination alongside this report.

Following determination by 28<sup>th</sup> February 2022, a full copy of the admissions policy will be sent to the Local Authority, Diocese of Derby, and will be published in full on the school website. This will be completed by 15<sup>th</sup> March 2022.

## Appendix A

The screenshot shows an email client window titled "RE: Consultation on Derby Diocesan Academies Trust (DDAT) School Admission Arrangements for September 2023 - Message (HTML)". The interface includes a ribbon with tabs for "File", "Message", and "Help". The "Message" tab is active, displaying various actions like "Ignore", "Delete", "Archive", "Reply", "Forward", "Share to Teams", "Team Email", "Done", "Create New", "Move", "Rules", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", "Read Aloud", "Zoom", and "Send to OneNote".

The email content is as follows:

Thu 02/12/2021 11:26  
Louisa Jones  
RE: Consultation on Derby Diocesan Academies Trust (DDAT) School Admission Arrangements for September 2023  
To: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk); [admissions@derby.gov.uk](mailto:admissions@derby.gov.uk); [schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk); [admissions@sheffield.gov.uk](mailto:admissions@sheffield.gov.uk)  
Cc: Keeley Mobley  
You forwarded this message on 06/12/2021 12:24.  
Please treat this as Confidential.

Hello,

Following the publication of the new [School Admissions Code 2021](#), the governing body of each DDAT school are consulting on their school's admissions policy for September 2023. The admissions policies have been adapted to ensure we are fully compliant with the new School Admissions Code (2021).

Below is a table of each of the DDAT schools and which Local Authority they come under.

The consultation period is ongoing and will run until 7 January 2022. During this time, individuals and organisations are invited to express their views and any concerns about the proposed admissions policies.

A full version of each admissions policy is available to view on the school's website. If you require a hard copy, please get in contact via [Admissionsconsultation@ddat.org.uk](mailto:Admissionsconsultation@ddat.org.uk).

In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party at one or more of the schools, we are keen to hear your views; therefore, we invite you to participate in the consultation if you have any concerns regarding the matter.

All responses to the consultation should be made in writing and submitted before 12 noon on Friday 7th January 2022 to: [Admissionsconsultation@ddat.org.uk](mailto:Admissionsconsultation@ddat.org.uk).

Please note that all responses need to include the school's name and should outline your details, including your name, address and Local Authority details.

At the end of the consultation period, the governing bodies will meet to consider responses. The outcome of the consultation will be published on each of the school's websites as soon as possible following a decision being reached by the Local Governing Body. Hard copies of the final report will be made available on request to all respondents of the consultation.