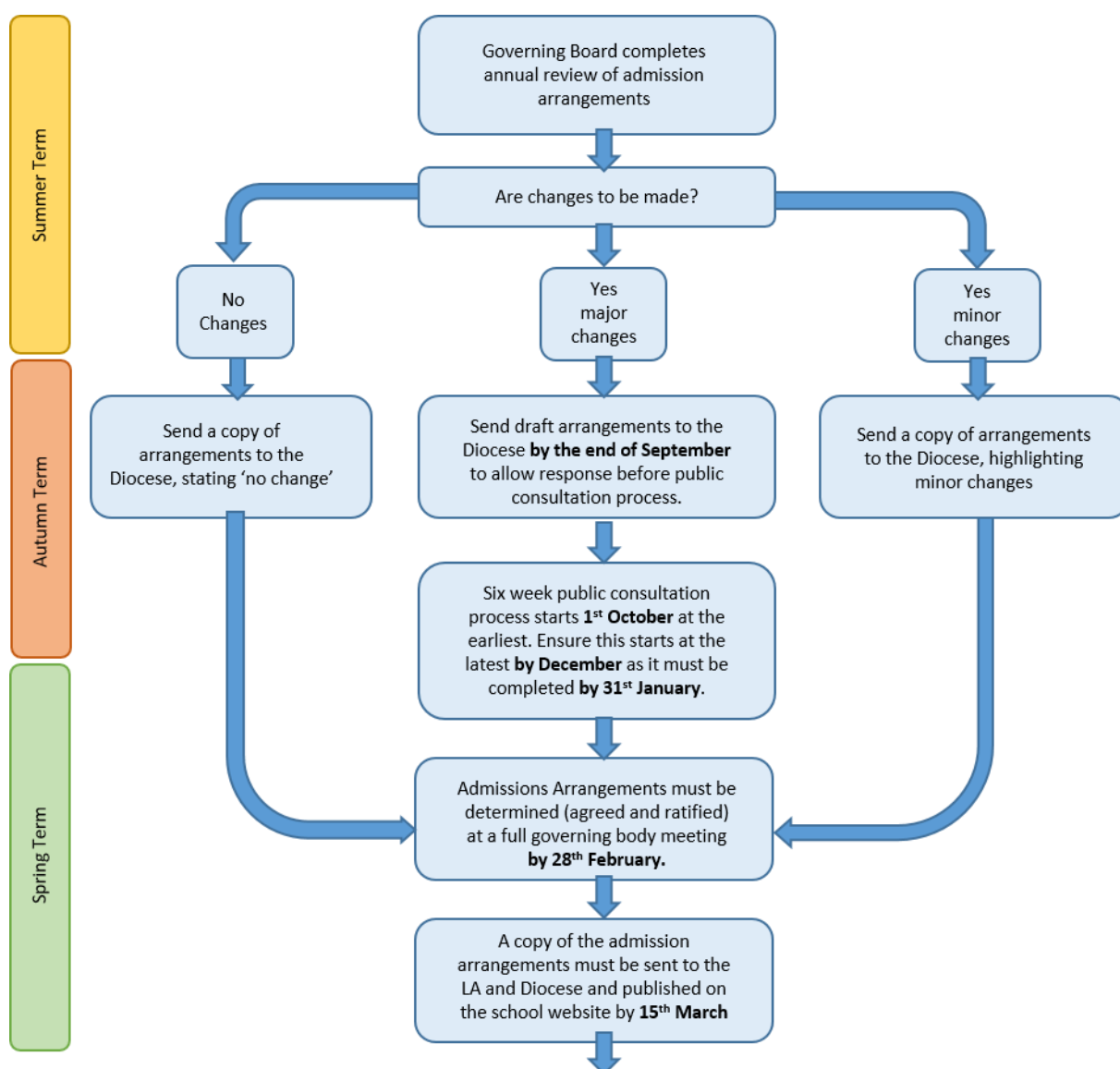# Governing Board Workflow – What should the board do and when?

You will notice by looking at this flowchart that it can take up to 24 months to review, consult and implement new admissions arrangements. So to implement changes for admission in September 2024/25, a governing board would be starting the process in the summer term of 2023. As admissions is an annual process it means at certain times of the year the governing board could be engaged in the appeals, implementation and proposal of more than one set of admission rounds. This can get confusing so **we strongly recommend that admissions matters and key dates are embedded into the operational plans/calendar of the governing board.**

Timeline- From Review to Starting School

Year 1 – A year to amend and or agree the arrangements

Summer Term

Governing Board completes annual review of admission arrangements

↓

Are changes to be made?

- No Changes
- Yes major changes
- Yes minor changes

Autumn Term

Send a copy of arrangements to the Diocese, stating 'no change'

Send draft arrangements to the Diocese **by the end of September** to allow response before public consultation process.

Send a copy of arrangements to the Diocese, highlighting minor changes

Six week public consultation process starts **1st October** at the earliest. Ensure this starts at the latest **by December** as it must be completed **by 31st January**.

Spring Term

Admissions Arrangements must be determined (agreed and ratified) at a full governing body meeting **by 28th February.**

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A copy of the admission arrangements must be sent to the LA and Diocese and published on the school website by **15th March**

Year 2 – A year to implement the arrangements

Summer Term

Autumn Term

Spring Term

August 8th is the deadline for Admission Arrangements to be sent to Local Authorities to be published in their 'composite prospectus'.

Primary of Secondary school?

Primary

Secondary

Closing date for applications **31st October**

Closing date for applications **15th January**

Appeal timetables to be published on school website by **28th February**

Appeal timetables to be published on school website by **28th February**

National offer day **16th April**

National offer day **1st March**

New intake starts school **September**