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28 October 2016

Dear Head Teacher

Annual Consultation on Admission Arrangements

Please find enclosed a flyer to notify parents and school staff that Devon will run the annual consultation on admission arrangements between 1 November and 6 January 2017. This will cover the co-ordinated normal round admissions scheme for 2018-19 and the in-year arrangements for 2017-18. The proposed admission policies for 2018-19 for individual schools and academies participating in Devon's Traded Service will also be available. Further information will cover school transport for 2017-18 and a consultation on Devon's Relevant Area for Admissions. This is the geographical extent for future admissions consultations.

We would be grateful if you could place this flyer in a prominent place in school where parents and others may see it. An e version will be available on the consultation website if you would like to download it and, for example include it in a school newsletter on your own admissions webpages. Not all parents will see a flyer in school, especially in secondary schools and publicising the consultation in your newsletters and any other communications with parents would be very helpful.

Proposed policies for VA and foundation schools must be on school websites during the consultation. Those for academies must be on the website of the academy trust and it would be good practice to also be on the academy website. For community and VC schools, you are also invited to publish the proposed policy for the school. All schools and academies in the Traded Service (in and outside Devon itself) will find proposed policies also published on the consultation website. If any don't reflect what you want to consult on or contain factual errors and need to be amended, please contact me as soon as possible.

The consultation will be hosted at www.devon.gov.uk/admissionarrangements from 1 November to 6 January.

- VA and foundation schools **MUST** have a GB meeting by 28 February to formally determine the final policy. Please confirm when that has been done, what your final version is and the date it was determined.

Textphone 0845 1551020 SMS Text 0777 3333 231
www.devon.gov.uk

Strategic Director People Jennie Stephens


- Academy arrangements **MUST** be determined by the academy trust by 28 February. Please confirm when that has been done, what your final version is and the date it was determined. Local GBs may wish to meet earlier in February to confirm their views about the policy to inform the Trusts.
- Community and VC schools are invited to have a GB meeting during January and make any comments they wish about the consultation and their own policies. The policies **MUST** then be determined by the Cabinet of DCC in February.

28 February is a statutory deadline. Own admission authorities must then confirm with their LAs by 15 March and ensure the final policy is published on the website of the admissions authority. It is good practice to also publish on the website of the school if that isn't the admissions authority, alongside the determined policy for 2017-18 and 2016-17 which will remain current.

If you have any queries whatsoever about the process, please do not hesitate to contact me.

Kind regards

Yours sincerely



Andrew Brent
Policy and Strategy Officer (Education)