**Voluntary Aided, Foundation and Academy Schools**

**Setting Admission Arrangements for 2022/2023**

**Key dates and actions**

This note is to remind schools which are their own admissions authority about the steps which need to be taken to determine admission arrangements for 2022/23

If schools do not plan to change their admission arrangements they only need to consult every seven years. Where schools only propose to either increase or keep the same the published admission number (PAN) there is no need to consult. Schools must however, notify the local authority if they intend to increase their PAN and refer to the change on their website. If schools intend to decrease the PAN they must consult for a minimum of 6 weeks between 1st October 2020 and 31st January 2021. All schools which are their own admissions authority must determine their arrangements for 2022/23 by 28th February 2021.

**No changes planned**

1. If you do not plan to change your admission arrangements, other than to increase your PAN, there is no need to consult this year.
2. However governors/trustees **must still determine their admission arrangements by 28 February 2021.**
3. Governors/trustees **must send their determined admission arrangements (including the published admission number) to the local authority as soon as possible before 15 March 2021.** Email them to admissions.transport@derbyshire.gov.uk
4. Own admission authority schools **must publish their full determined arrangements on the school website.**
5. Faith schools must also send a copy to their diocesan authority.
6. Academies must comply with their funding agreement and consult with the EFA/DfE as necessary.

**Changes planned**

1. If you plan to change your arrangements or decrease your PAN **you must consult for at least 6 weeks between 1 October 2020 and 31 January 2021.**
2. You **must publish a copy of the full proposed arrangements on your school website saying who people should send responses to.**
3. We can help you by consulting with other groups for you via our website if you email a copy to admissions.transport@derbyshire.gov.uk before your consultation starts and no later than 30th November 2020
4. Governors/trustees **must determine their admission arrangements by 28 February 2021**
5. Governors/trustees **must send their determined admission arrangements (including the published admission number) to the local authority as soon as possible before 15 March 2021.** Email them to admissions.transport@derbyshire.gov.uk
6. Own admission authority schools **must publish their determined arrangements on the school website.**
7. Faith schools must also send a copy to their diocesan authority

This email is a brief summary. Full information on school admission arrangements is available at [www.education.gov.uk/schools/adminandfinance/schooladmissions](http://www.education.gov.uk/schools/adminandfinance/schooladmissions) Requirements are set out in detail in Sections 1.42 – 1.50 of the School Admissions Code.

If you wish to discuss your admission arrangements and the consultation/determination process please contact Nicola Sharpe by email at Nicola.sharpe@derbyshire.gov.uk. Faith schools should also contact their diocesan authority for advice.