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|  | **Kathryn Boulton** | |
|  | Assistant Director, Schools and Learning | |
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|  | Children’s Services Department | |
| Headteacher@school  Dear Headteacher | Derbyshire County Council | |
| School Road | |
| Chesterfield | |
| Derbyshire | |
| S41 8LJ | |
|  | |
| Telephone | 01629 537471 |
|  |  |
| Fax |  |
| Minicom |  |
| Email | admissions.transport@derbyshire.gov.uk |
| Ask for | Mrs N Sharpe |
| Our ref |  |
| Date |  |

**Determined Admission arrangements 2019/20**

As an own Admission Authority school you will have all of the duties of an admission authority and will therefore be responsible for your admission arrangements as required by the School Admission Code.

In Derbyshire we are keen to maintain the well-established arrangements with schools which are already their own admission authorities and to secure well understood and efficient ways of working with schools which become academies in the future.

In accordance with the School Admission Code (2014), when changes are proposed to admission arrangements all admission authorities must consult on their admission arrangements that will apply for school 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.

All admission authorities **must** determine admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements for entry in September 2019 by 28th February 2018.

Admission authorities **must** send a copy of their admission arrangements for entry in September 2019 before 15th March and publish them on their website.

If your school has become its own admission authority in the current academic year, you have not consulted on your arrangements and will continue to follow DCC’s for the 2019/20 academic year. In this instance please can you submit a letter on headed paper to us no later than 14th March confirming the above.

Please contact me if you have any queries on this.

Yours sincerely



**Business Services Manager**

**(School Admissions and Transport Team)**