

Headteacher@school

Children's Services Department  
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

Dear Headteacher

### **Determined Admission arrangements 2022/23**

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 2022 by 28<sup>th</sup> February 2021.

Admission authorities **must** send a copy of their admission arrangements for entry in September 2022 before 15<sup>th</sup> 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 2022/23 academic year. In this instance please can you submit a letter on headed paper to us no later than 14<sup>th</sup> March confirming the above.

Please contact me if you have any queries on this.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'N. Stone'.

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**Business Services Manager**  
**(School Admissions and Transport Team)**