



Our ref: JTOctober2020consult

October 2020

To: Chair of Governors, Head Teachers and Principals of all Birmingham Voluntary Aided Schools, Foundation Schools, Free Schools and Academies

Cfi: Rebecca Tonks – The Catholic Archdiocese of Birmingham  
Rachel Raftery – The Church of England Archdiocese of Birmingham

Dear Colleague,

**Consultation on Admission Arrangements for 2022/2023 academic year**

I am writing to offer advice and assistance to all admission authorities in Birmingham in relation to the legal requirement for such authorities to consult and subsequently determine ('agree') their admission arrangements. This letter includes the administrative arrangements that are in place to support the consultation process.

In accordance with the School Admissions Code, all admission authorities **must** adhere to the following timescales:

- When changes are proposed to admission arrangements, admission authorities must publicly consult on those arrangements for a **minimum of 6 weeks between 1 October and 31 January. If no changes are made to admission arrangements, admission authorities must ensure as a minimum that they consult at least every 7 years.**
- **All admission authorities must determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities must determine and publish admission arrangements by 28 February each year.**
- Admission authorities must send a copy of their determined admission arrangements to the local authority **as soon as possible before 15 March** each year so the arrangements can be published on the local authority's website.

As I am sure you are aware, in previous years, the School Admissions and Fair Access Service, on behalf of Birmingham Local Authority, has facilitated the consultation process on behalf of all admission authorities in Birmingham. Staff within School Admissions and Fair Access Service have arranged for all admission arrangements to be posted on the Birmingham City Council website ([birmingham.gov.uk](http://birmingham.gov.uk)) and, in accordance with statutory requirements; this allows full consultation to take place with parents, other schools, religious authorities and the local community.

I am pleased to confirm that, in order to assist your school, it has been agreed that Birmingham Local Authority will continue to facilitate the process of consultation on admission arrangements for the 2022/2023 academic year.

The School Admissions Code states that during this time admission authorities **must** consult with:

- a) parents of children between the ages of two and eighteen who are resident in the relevant area;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;

**Education and Skills**

School Admissions and Fair Access Service  
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- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of faith schools, the body or person representing the religion or religious denomination.

The admission authority is also required to publish on their website, for the duration of the consultation period, a copy of their full proposed admission arrangements (including the proposed published admission number).

As an 'own admission authority' school, your governing body is free to consult with the stakeholders listed above independently of the Local Authority. Should you prefer, however, the School Admissions and Fair Access Service is, as in previous years, able to continue to facilitate the consultation process. The cost for this service is £170.00 per establishment. This is a very competitive price and reflects a small increase of £10 for the additional work required to ensure the proposed admissions arrangements we receive from you are fully accessible as per new the requirements. However, please note that if your proposed admissions arrangements include substantial changes that require further administration duties beyond the norm, that this could incur an additional charge.

Should you decide to administer the consultation process independently of the Local Authority, this must be done in accordance to the School Admissions Code (please see a)-f) as stated above). You are advised to ensure that you publish a copy of your proposed admission arrangements (including the proposed admission number) on your school's website. You should also include details of the person within the admission authority to whom comments may be sent and appropriately advertise that your proposed admission arrangements available for comment/consultation.

Your school will be **required to** send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. **Please be aware that failure to consult effectively may be grounds for complaints to Schools Adjudicator and/or the Secretary of State for Education.**

Please ensure that you send a copy of your proposed admission arrangements to School Admissions and Fair Access Service if you are arranging your own consultation process [admissionsconsultation@birmingham.gov.uk](mailto:admissionsconsultation@birmingham.gov.uk)

**In accordance with the School Admissions Code, you will be legally obliged to consult on your school's proposed admission arrangements for 2022/2023 if you have not consulted in the past 7 years, even if they have not changed.** Please note, however, that admission authorities which are not legally obliged to consult on their proposed admission arrangements (i.e. because no amendments to the existing arrangements are proposed and they have consulted in the past 7 years) **will still be obliged to formally 'agree' their admission arrangements at a Governing Body meeting for the next academic year but one by 28 February 2021.**

If you would prefer for School Admissions and Fair Access Service to facilitate your consultation, **please return a copy of your proposed admissions arrangements in Word Format ONLY, we require the arrangements in word format as from September 2020 anything uploaded onto our website must be fully accessible otherwise we cannot check accessibility and we cannot upload them and**

**therefore will not be able to facilitate the consultation on your school's behalf. Please send them along with the completed pro-forma (please see page 5) to [admissionsconsultation@birmingham.gov.uk](mailto:admissionsconsultation@birmingham.gov.uk) by no later than Monday 9 November 2020.**

If you are not proposing to make any amendments to your existing admission arrangements as you have consulted in the past 7 years and therefore are proposing to determine your current admissions arrangements as unchanged, no further action is required by your school until **8 March 2021** when we will require a copy of your determined arrangements for the 2022/2023 academic year.

**The proposed dates for the forthcoming consultation exercise are as follows:**

**Monday 9 November 2020** – This is the deadline for schools to respond to the Local Authority that are proposing to make amendments to current admission arrangements for 2022/2023 academic year, you will be required to submit electronically to the Local Authority a copy of the proposed amended arrangements by this date with the completed pro-forma.

**Please note if your proposed arrangements are not received by Monday 9 November 2020 then unfortunately School Admissions and Fair Access Service will not be able to facilitate the consultation on your behalf and you will have to make other arrangements for your consultation.**

**Monday 23 November 2020 – Friday 8 January 2021 (consultation period)** The proposed admission arrangements will be displayed on the Birmingham City Council website for viewing and the statutory consultees specified in paragraphs a) – f), above, will be notified on your behalf. If there are any comments or objections to your proposed arrangements submitted to School Admissions and Fair Access Service following the end of the consultation, these will be forwarded to your school for your governing body's attention.

Please ensure that you post a copy of your proposed admission arrangements on your schools website during the consultation period, this is a requirement of the School Admissions Code. We also recommend that in your parent's newsletter you send out weekly or monthly, that you inform parent/carers that the consultation is taking place. You can include links to the Birmingham City Council Website and Beheard Website that will be sent to you as soon as the consultation goes live. With Church schools we recommend that you inform the Churches within your parish that you are consulting on your proposed admissions arrangements, unfortunately as there is no centralised email list for the Churches in Birmingham, therefore School Admissions and Fair Access cannot do this for you.

**Monday 15 February 2021** – Following the consultation period, the admission authority for each school will have until 28 February 2020 to formally determine their admission arrangements for the 2022/2023 academic year. It would, however, assist the local authority greatly if this could be done before **Monday 15 February 2021** and School Admissions and Fair Access Service will require a copy of your determined admissions arrangements for 2022/2023 sent to by no later than **Monday 8 March 2021**, we are working on an easier process for you to submit your admissions arrangements in partnership with our colleagues at MyEd. We will contact you in due course regarding these changes.

I can confirm that at the end of the working day on **15 March 2021**, the determined arrangements that have been received will be published on the Birmingham City Council website in accordance with the school admissions code, if the latest copy of

your determined admissions arrangements for 2022/2023 are not received **by 8 March 2021**, nothing will be published on the website for your school on 15 March 2021. School Admissions and Fair Access Service do not have the resources to chase admissions authorities for their admissions arrangements. Any late returns will be published in due course after the 15 March 2021.

Please note that any proposed changes to your current admissions arrangements that are not compatible with our software, though deemed lawful under the School Admissions Code may be objected to, initially to the Admissions Authority and there may be further costs associated to tailor our software to facilitate your admissions arrangements.

We are particularly interested in increasing the number of Year 7 places available in certain areas of the city. If you wish to increase or decrease your Published Admissions Number for the 2022/2023 academic year this is a separate process and there is a clear expectation that this is coordinated with other admissions authorities. In the first instance we request all schools/academies make clear their intentions or interest to Education Infrastructure team by emailing [eds.enquiries@birmingham.gov.uk](mailto:eds.enquiries@birmingham.gov.uk). This should be by no later than 1 December 2020 this year in order to allow us to deliver our coordination activities effectively.

Should you require any further information or advice regarding the consultation on admissions arrangements, please do not hesitate to contact Joseph Tees, School Admissions (consultation lead officer) at [admissionsconsultation@birmingham.gov.uk](mailto:admissionsconsultation@birmingham.gov.uk)

Yours Sincerely



Alan Michell  
Head of Service  
School Admissions and Fair Access Service

Name of your School:-.....

I hereby confirm that the Governing Body wishes the Local Authority to facilitate the process of consultation on its proposed admission arrangements for the 2022/2023 academic year and agree to pay £160.00 cost.\*

**Tick the box above ONLY if you have not consulted in the past 7 Years or if you have consulted in the past 7 Years and you are making changes to your current admissions arrangements for 2022/2023 and would like Birmingham School Admissions and Fair Access Service to facilitate the process on your behalf.**

**IMPORTANT:**

**This must be returned with a word copy of your 2022/2023 proposed admissions arrangements with this pro-forma.**

*\*Please tick box as appropriate*

Signed: .....

Job Title: .....

Please return this form and a copy of your proposed admissions arrangements via email by no later than **Monday 8 November 2020**  
**admissionsconsultation@birmingham.gov.uk**