

When you need to contact the Schools Team



This document is intended to provide an 'at a glance' list of occasions when you should be in contact with the Schools Team about various aspects of school operations.

It is not designed to be exhaustive and is a live document which is amended as required.

If you can't find what you are looking for, or if in doubt at any time, please do contact us.

Admissions

Area	VA schools			VC schools			Academies		
	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required
Age-range change Maintained schools: statutory changes (3+ years being added/removed or adding/removing 6 th form provision) Academies: all age range changes	Yes	Yes	Site trustee consent may be needed; DBE has right of referral to OSA Please consult the Schools Team as early as possible	Yes	Yes	Site trustee consent may be needed; DBE has right of referral to OSA	Yes	Yes	Site trustee consent may be needed. Will be escalated from Tier 1 to Tier 2 or 3 if DBE objects
Age-range changes for maintained schools falling outside statutory process (temporary changes, adding/removing 2 years or fewer)	Yes	Yes	Yes Please consult the Schools Team as early as possible	Yes	Yes	Yes	N/A	N/A	N/A
Admission arrangements NB (all schools): admission arrangements may only take account of religious activities “laid out” in DBE guidance	Before launching any consultation	Yes	No, but must “have regard” to guidance when drawing up faith-based admission arrangements	Before LA launches any consultation	LA must consult DBE	No, but must “have regard” to guidance when drawing up faith-based admission arrangements	Before launching any consultation	Yes	No but must “have regard” to guidance when drawing up faith-based admission arrangements
Variation to existing admission arrangements	Yes	No	Depends on terms of site trust	Yes	No	Depends on terms of site trust	Yes	No	Site trustee consent may be needed. Will be escalated from Tier 1 to Tier 2 or 3 if DBE objects

Buildings, Land and Trusts

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Governance

Area	VA schools			VC schools			Academies		
	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required
Foundation governor appointment	Yes (all foundation appointments)		Yes where DBE is the appointing body	Yes (all foundation appointments)		Yes where DBE is the appointing body	Yes	Consult Schools Team to check appointment pathways	Consent required from DSAET or DBE in most situations
Academy Member, Director and LGB appointments							Yes	Consult Articles of Association and Schools Team	Yes, depending on situation
Instrument of Government (new or amended) <i>(This includes any change of school name. The legal mechanism for changing a name is via an amendment to the loG.)</i>	Yes, at outset, before GB agrees new loG locally. See our detailed guidance		Yes	Yes, at outset, before GB agrees new loG locally. See our detailed guidance.		Yes	N/A	N/A	N/A
Academy articles (new or revised)							Yes, at outset	Yes – consult Schools Team	Yes Can include Schemes of Delegation depending on model of Articles

Miscellaneous

Area	VA schools			VC schools			Academies		
	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required	Notify Schools Team	Consult DBE/DBF	DBE/DBE consent required
Resignation of Headteacher and/or Exec HT	Yes			Yes			Yes	N/A	N/A
Change in key personnel *	Yes			Yes			Yes	N/A	N/A
Filming or photography by third party for commercial means	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Federation	Yes	Yes. DBE is statutory consultee	Yes (in principle and then final consent)	Yes	Yes DBE is a statutory consultee	Yes (in principle and then final consent)	N/A	N/A	N/A
Change of category	Yes	Yes. DBE is statutory consultee	Yes (in principle and then final consent)	Yes	Yes. DBE is a statutory consultee	Yes (in principle and then final consent)	N/A	N/A	N/A
Academisation / Formation or membership of multi-academy trusts	Yes, at outset	Yes	Yes	Yes, at outset	Yes	Yes	Yes, at outset	Yes	Yes
Alterations or Significant Changes	Yes	Yes, depending on category of change	Yes, depending on category of change	Yes	Yes, depending on category of change	Yes, depending on category of change	Yes	Yes, depending on category of change	Yes, depending on category of change