

# Diocese of St Albans Board of Education

## Admission arrangements: timetable for academic year 2025-26

During the 2025-26 academic year, governing boards must formally set the school's admission arrangements for **2027-28**.

| When                                                          | Task                             | Details                                                                                                                                                                                                                                                                                                                                                                                | ✓ |
|---------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Start of autumn term 2025                                     | School website                   | Your website should be displaying the school's admission policies for 2025-26 and 2026-27.                                                                                                                                                                                                                                                                                             |   |
| Early autumn term 2025                                        | Full GB and Admissions Committee | Agree/review terms of reference and membership of the Admissions Committee (if any).<br><br>Check training requirements.                                                                                                                                                                                                                                                               |   |
| Early autumn term 2025                                        | Review Admission Arrangements    | Review admission arrangements and decide whether changes are needed for 2027-28.<br><br>Schools must consult at least every 7 years and whenever admission arrangements are altered.                                                                                                                                                                                                   |   |
| Sep/Oct 2025                                                  | Consultation - Part 1            | Governing boards <b>must</b> discuss any proposed changes with the Diocesan Board of Education (DBE).<br><br>Policies should be emailed directly to the Diocesan School Admissions Officer (maggie.jarman@stalbandsdiocese.org).<br><br>Schools that do not need to consult must still send a copy of their policy to the Diocesan School Admissions Officer once they have agreed it. |   |
| 1 <sup>st</sup> October 2025 to 31 <sup>st</sup> January 2026 | Consultation - Part 2            | <i>(Consulting schools only)</i><br><br><b>Having taken account of the DBE's comments,</b> governors must hold a public consultation for a minimum 6-week period, within this window.                                                                                                                                                                                                  |   |
| 28 <sup>th</sup> February 2026                                | Determination of policy deadline | Governing boards must consider any responses to the consultation before finalising their policy.<br><br><b>All schools must determine their admission arrangements annually by this date.</b>                                                                                                                                                                                          |   |

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|-----------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>15<sup>th</sup> March 2026</b> | <b>Publication deadline for 2027-28 arrangements</b> | Final determined arrangements must be published on schools' websites; copies must be sent to the DBE (School Admissions Officer) and to the LA.                                                                                                                                               |  |
| <b>1 August 2026</b>              | <b>In-year co-ordination statutory deadline*</b>     | Schools must inform the LA by this date whether or not they wish to be part of their in-year co-ordination scheme for the year beginning 1 <sup>st</sup> September 2026 or if they will be managing their own in-year admissions.                                                             |  |
| <b>31 August 2026</b>             | <b>Publication deadline</b>                          | All schools must publish on their website details of how in-year admissions will be dealt with for the following academic year.                                                                                                                                                               |  |
| <b>As set by each LA</b>          | <b>Notification deadline (LAs)</b>                   | <p><b>NB:</b> each LA will have its own deadlines for schools to confirm whether they wish to buy into appeal administration schemes and other optional admission services.</p> <p>Some LAs may offer support with the consultation process if their notification processes are followed.</p> |  |

**\* Your LA's deadline may be earlier than this, for practical reasons**