

Subject: School admissions arrangements for 2028-29

From: Maggie Jarman, School Admissions Officer

Date: 07/09/2026

For: To Headteachers and Chairs of Governors of VA schools & academies

Reference: ADM I/26-27

School admissions arrangements for 2028-29

Dear Colleagues,

I am writing to remind you that this is the time to start working on your admission policies for 2028/29. Admission arrangements for that year of entry must be determined **by 28th February 2027** at the latest, but, if you are proposing to make any significant changes, you will need to hold a six-week public consultation within the consultation window (all schools must consult at least once every 7 years, even if no changes are planned). The latest date for starting the consultation process is 18th December 2026, however, in reality, you should aim to start the process well before then.

If you have decided to consult this year, you must send the Diocesan Schools Team your proposed policy **before** going out to consultation. We ask all schools, whether they are consulting or not, to send the Schools Team a copy of their proposed policy, before it is finally determined.

You must have regard to diocesan admissions guidance when drawing up and revising admissions arrangements and the latest version of the guidance can be found [here](#).

The starting point for Governing Bodies each year should be to consider whether the current admission arrangements, including the PAN, properly reflect the school's vision, historic mission and strategic aims, as well as its current local context.

Policies must also comply with the School Admissions Code. There have been no changes to the Code since last year but please note that we are expecting a revised Code to be issued before the end of the academic year. We will contact schools once we have details of any changes this may bring, and when these changes will apply.

Common issues to consider when reviewing your policies:

Catchment areas

If your policy uses a catchment area, this should be regularly reviewed by the GB, even if originally set by an LA. Parents must also be able to easily understand where the boundaries lie (for example, via a map or a list of streets attached to the admission policy).

Requests for out of year group education

All admissions arrangements (including those for junior and middle schools, and secondaries) must make clear the process for making a request for admission out of year group, describe the kind of evidence parents need to provide to support their request, and explain that decisions will be taken in the best interests of the individual child.

Hertfordshire VA schools and academies

Please note that schools who wish to take advantage of HCC support with their consultation process in this admission round must submit their proposed arrangements to HCC by **2nd October 2026** (i.e. earlier than in previous years). HCC has also updated its **home address** definition to reflect recent changes to legislation affecting residential tenancies, so schools using HCC's definitions are advised to consider revising their policies in line with this change.

Once policies have been determined, they must be published on the school's website by **15th March 2027**, along with any accompanying supplementary forms and maps. At the moment, you should have the policies and forms for 2026/27 and 2027/28 on your school website. If your school handles its own in-year applications, then you must also publish an in-year application form. If you have opted into your LA's coordinated in-year admissions scheme, then you should publish a link to the relevant admissions page of the LA website.

All the key dates for setting this academic year's admission arrangements are set out on the attached summary timetable.

If you need any help, support or advice with anything to do with admissions, please do not hesitate to get in touch with me.

With best wishes for the new school year,

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School Admissions Officer

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