

Timeline for setting school Admissions Arrangements

2026-27

It is recommend that you read the following in conjunction with sections 1.45 – 1.53 of the [School Admissions Code 2021](#).

North Somerset Council Arrangements

North Somerset will be holding a consultation of the Coordinated Admissions Schemes for 2026-27 that will run from **4 November 2024 to 17 January 2025** and we would advise that the Full Governing Body or Academy Trust are aware of these dates, as these should be considered when creating the admission arrangements for your school.

Draft Admissions Arrangements

The School Admissions Team have produced a draft version of your admission arrangements for the 2026-27 school year as part of our School Admissions Traded Service.

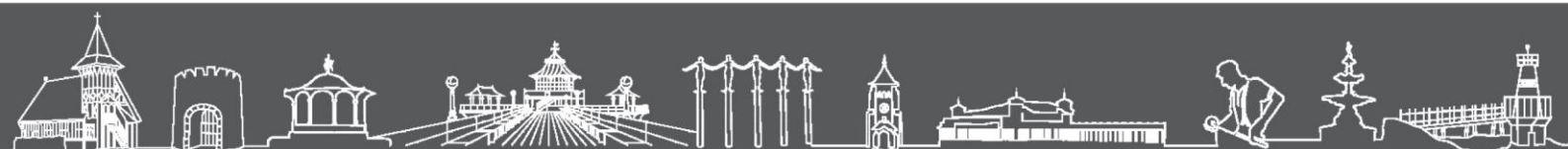
The Governing Body or Multi Academy Trust of your school need to consider the draft arrangements and decide if they want to make any significant changes which will result in a consultation or are happy to adopt the same policy as last year.

Setting Admissions Arrangements

When changes are proposed to admission arrangements, all admission authorities must consult on their admission arrangements (including any supplementary information form) that will apply for admission 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.

There are two options for your Governors/MAT:

1. to change, consult and finalise the Admission Arrangements for 2026-27,
or
2. to keep and finalise the existing admission arrangements for 2026-27, without significant change from the previous year.



Please follow the appropriate timelines below in accordance with the Governors/Academy's decision.

Any dates shown in bold are a legal requirement and cannot be changed. Any arrangements that are finalised outside of these dates will be open to challenge by the Schools Adjudicator.

Option 1: Change, consult and finalise Admission Arrangements for 2026-27

Actions for your Academy Trust or Full Governing Body if you wish to consult:

- Academy Trust or Full Governing Body need to agree proposed arrangements for consultation, including any Supplementary Information Form (SIF) if applicable.
- VA schools must have regard for any Church advice on Church criteria and must consult Church on membership/practise of faith
- Church of England Schools must consult with Diocese before the public consultation.
- Schools to upload the proposed arrangements onto their school's website, with the name of the person to whom responses should be sent (within your school) and the closing date for responses.
- Schools should email the proposed arrangements to admissions@n-somerset.gov.uk and provide a link to the relevant page on their website to where the policy can be found. The link will be included in the notification to all consultees.

If your school have delegated the consultation to the School Admissions Team:

- The team will send a notification to all relevant parties that your consultation is now live. The link to the school's website will be included in this notification.

If your school are coordinating the consultation yourselves, you will need to ensure all relevant parties are notified of the consultation.

As the consultation **must** run for a minimum of six weeks between **1 October 2024** and **31 January 2025** and the time span runs throughout the Christmas period, we recommend running the consultation for 2 additional weeks to compensate for the Christmas period.

Be sure to collate all responses that your school has received so that these can be considered by the Full Governing Body/Academy Trust.

By 28 February 2025

- The Full Governing Body/Academy Trust must have met to consider all responses and determine the final admission arrangements by this date. This should be recorded in the minutes of the meeting.

- Schools to email their final arrangements to admissions@n-somerset.gov.uk as soon as they have been finalised. Please be sure to let the team know if there are any changes to your school's Published Admission Number (PAN).

By 15 March 2025

- Schools to ensure their final arrangements are published on the school's website, alongside the policies for 2024-25 and 2025-26. There must be a specific reference to your arrangements if there has been a change in the school's Published Admission Number (PAN).
- Schools must write to anyone who responded to the consultation and include a copy of the final arrangements.
- The School Admissions Team will send out a notification to all consultees that the final arrangements are available.

Option 2: Finalise admission arrangements for 2026-27 without significant change

If the Full Governing Body/Academy Trust decide that there will be no significant changes to the policy:

- Schools to notify the School Admissions Team of the decision not to consult.

By 28 February 2025

- Schools to email the set arrangements to admissions@n-somerset.gov.uk

By 15 March 2025

- The final arrangements must be published on the school's website, alongside the policies for 2024-25 and 2025-26.

Objections

Any objections to the finalised arrangements must be referred to the Schools Adjudicator by **15 May 2025**.