THE CHURCH OF ENGLAND
DIOCESE OF WORCESTER

School Admission Arrangements Guidance for Voluntary Aided Schools and Academies – Academic Year 2028/29

This guidance outlines the statutory process for determining and consulting on school admission arrangements for the 2028/29 academic year. All admission authorities must comply with the School Admissions Code (September 2021), which applies to all maintained schools and academies.

- For Church of England Voluntary Aided Schools, the governing body serves as the admission authority.

- For Academies, the trust board holds this responsibility.

- For Voluntary Controlled Church of England schools, the Local Authority acts as the admission authority.

Annual Determination and Consultation

Full details are on page 18 of the admissions code linked above

Admission authorities are required to formally determine their admission arrangements annually. If changes are proposed, consultation with the Diocesan Board of Education (DBE) is mandatory. If no changes are made, consultation is not required annually but must occur at least once every seven years.

Admission arrangements should be scheduled for discussion at governing body or trust board meetings in early autumn. Where changes are proposed, the governing body or trust board must contact the Executive Officer for Education at the Diocese prior to initiating consultation.

Consultation Requirements

Consultation on proposed changes must last a minimum of six weeks and be conducted between 1 October 2026 and 31 January 2027. The consultation must include:

- Parents of children aged 2–18
- Other individuals in the area with a legitimate interest in the proposed arrangements
- All other admission authorities (Voluntary Aided and Academies) within the relevant area (note: primary schools are not required to consult secondary schools)
- The Local Authority
- Neighbouring Local Authorities
- The Diocesan Board of Education

Following the consultation period, the governing body or trust board must review all feedback, make any necessary amendments, and formally determine the final arrangements. These must be submitted to both the Diocese and the Local Authority by 28 February 2027 *(full details are on page 19 of the code linked above).*

Finalised admission arrangements must be published on the school's website by 15 March 2027. A copy should also be emailed to nunderwood@cofe-worcester.org.uk.

Admission Arrangements Checklist

☐ Schedule discussion of admission arrangements at governing body or trust board meetings (early autumn)

☐ Contact the Executive Officer for Education if proposing changes

☐ Conduct consultation if required (minimum 6 weeks between 1 Oct 2026 – 31 Jan 2027)

☐ Ensure all required stakeholders are included in the consultation

☐ Review feedback and determine final arrangements

☐ Submit final arrangements to DBE and Local Authority by 28 Feb 2027

☐ Publish arrangements on the school website by 15 Mar 2027

☐ Email final version to nunderwood@cofe-worcester.org.uk

National Society Guidance

Church of England – National Society – School Admission builder
The National Society Admissions Team have recently updated the 'Schools Admissions Builder Tool' which is an interactive template for schools wishing to review and update their admissions arrangements. Please click on the link for more information: School admissions | The Church of England

For further assistance or guidance, please contact:

Nadia Underwood, Executive Officer for Education

01905 730733

nunderwood@cofe-worcester.org.uk