

VOLUNTARY AIDED AND ACADEMY SCHOOLS

AUTUMN TERM 2023

PROCEDURE FOR DETERMINING ADMISSION ARRANGEMENTS FOR 2025-26

Action required	
●	Determine 2025-26 Admission Arrangements by 28 February 2024.
Relevant guidance and legislation	
●	School Standards and Framework Act 1998. ¹ School Admissions Code September 2021. ² School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. ³ School Information Regulations 2008. ⁴

Background

The purpose of this report is to advise own admission authority schools (Voluntary Aided and Academies) about the process for determining their admission arrangements for 2025-26.

Admission authorities must set ('determine') admission arrangements annually by 28 February in the determination year; for the 2025-26 Admission Arrangements, this is 28 February 2024.

Where changes are proposed to admission arrangements, an admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, consultation must still take place at least once every 7 years. The Local Authority understands that St Helens own admission authority schools will be required to consult (if no changes are proposed for 2025-26 or subsequent years) as follows:

Primary Schools	
Parish C.E., Rectory C.E., St Aidan's C.E. and St James' C.E.	1 October 2023 and 31 January 2024 for 2025-26 Admission Arrangements
Rainford C.E., The Three Saints Academy Trust (St Ann's C.E. and St Mary and St Thomas C.E.)	1 October 2025 and 31 January 2026 for 2027-28 Admission Arrangements
All Catholic primaries, Nutgrove Methodist, and St Peter's C.E.	1 October 2027 and 31 January 2028 for 2029-30 Admission Arrangements

Secondary Schools	
De La Salle, Haydock, Rainford, Rainhill and Sutton	1 October 2025 and 31 January 2026 for 2027-28 Admission Arrangements
Hope	1 October 2026 and 31 January 2027 for 2028-29 Admission Arrangements
St Augustine's and St Cuthbert's	1 October 2027 and 31 January 2028 for 2029-30 Admission Arrangements

Where own admission authority schools only propose to either increase or keep the same Published Admission Number (PAN) there is no need to consult. However, they must notify the local authority if they intend to decrease their PAN and reference to the change should be made on the school's website.

¹ [School Standards and Framework Act 1998 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

² [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

³ <https://www.legislation.gov.uk/uksi/2012/8/made>

⁴ <https://www.legislation.gov.uk/uksi/2008/3093/contents/made>

No planned changes to Admission Arrangements for 2025-26

If you do not plan to change your admission arrangements, there is no need to consult this year (see above table).

Planned changes to Admission Arrangements for 2025-26

If you propose to change your admission arrangements including *a decrease in your PAN*, you must consult for at least 6 weeks between 1 October 2023 and 31 January 2024. Failure to consult correctly may be grounds for challenge and for a policy change to be overturned.

All admission authorities are responsible for any consultation on admission arrangements. We can advise own admission authority schools with consultation, but we would need a copy of the proposed admission arrangements before consultation starts and no later than 30th November 2023 (email rogerlitherland@sthelens.gov.uk).

Please note: Liverpool Archdiocese normally undertakes consultation on behalf of St Helens Catholic schools.

Action required by *all* Voluntary Aided and Academy Schools

Even if no changes are proposed for 2025-26, all governing bodies/trusts must:

- formally determine their admission arrangements for 2025-26 by 28 February 2024, this decision should be recorded in the minutes of the relevant governing body meeting;
- send a copy of their determined admission arrangements to the local authority before 15 March 2024 (email them to rogerlitherland@sthelens.gov.uk);
- Faith schools must also send a copy to their diocesan authority;
- publish a copy of their 2025-26 determined arrangements on the school's website by 15 March 2024 and continue to display them until the end of the 2025-26 school year.

Important: all schools should currently have a copy of their 2023-24 and 2024-25 admission arrangements on their website.

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