



## Admission Arrangements Timetable Academic Year 2025-2026

During the 2025-26 academic year, Governing Boards must 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). Check training requirements.	
Early autumn term 2025	Review Admission Arrangements	Review admission arrangements and decide whether changes are needed for 2027-28. Schools <b>must</b> consult at least every <b>7</b> years and whenever admission arrangements are altered.	
<b>Sep/Oct 2025</b>	Consultation - Part 1	Governing boards <b>must</b> discuss any proposed changes with the Diocesan Board of Education (DBE). Policies should be emailed directly to the Education Support Officer for review by the Director of Education. Schools that do not need to consult must still send a copy of their policy to the Education Support Officer once they have agreed it.  Email: <a href="mailto:education@chelmsford.anglican.org">education@chelmsford.anglican.org</a>	
1 <sup>st</sup> October 2025 to 31 <sup>st</sup> January 2026	Consultation - Part 2	<i>(Consulting schools only)</i> <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. All schools must determine their admission arrangements annually by this date.	

# Chelmsford Diocesan Board of Education

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15 March 2026	Publication deadline for 2027-28 arrangements	Final determined arrangements must be published on schools' websites; copies must be sent to the DBE (Education Support Officer) and to the LA.	
1 August 2026	In-year co-ordination statutory deadline*	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.	
31 August 2026	Publication deadline	All schools must publish on their website details of how in-year admissions will be dealt with for the following academic year.	
As set by each LA	Notification deadline (LAs)	<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.  Some LAs may offer support with the consultation process if their notification processes are followed.	