

ADMISSIONS TIMETABLE FOR THE 2015-2016 ACADEMIC YEAR

	ALL SCHOOLS AND ACADEMIES
June 2013	NRCDES reviews primary and secondary policies against current legislation and amend policies to ensure compliance with the legislation.
June 2013	NRCDES issues 2015/16 primary and secondary policies and supplementary forms to schools and a guidance note on arrangements for consulting on changes to admissions arrangements for 2015/16.
Sept 2013	At their first meeting of the new term school/academy governing bodies review the operation of their admissions policy and consider if they wish to make any changes [beyond any amendments proposed by the NRCDES] to their policy for the 2015/16 admissions round [Academies wishing to amend their policies for 2015/16 must also discuss any proposed changes with their Academy Trust].
	Schools/Academies NOT PROPOSING ANY CHANGES
Sept/Oct 2013	Schools/academies with no additional changes to policies can determine their 2015/16 policy at a meeting of their full governing body at any point before 15 th April 2014. Schools/academies must forward a copy of their determined policy and supplementary form to the NRCDES (neil.weightman@nottingham-des.org.uk) before the 15 th April 2014.
	School/Academies PROPOSING CHANGES
Sept/Oct 2013	Schools/academies/academy trusts wishing to make changes to policies for 2015/16 discuss these with the NRCDES. Schools/academies will be advised if consultation on the changes is required and the NRCDES will inform the relevant local authority of the proposed changes.
1 st Nov 2013 – 28 th Feb 2014	2015/16 policies requiring consultation undergo an 8 week consultation within these dates. This is undertaken either by the local authority [if they are proposing to run a general consultation round] or otherwise by the individual school/academy. The school/academy will be advised on what actions they must take by the NRCDES. [Note: consultation periods must always be for a minimum of 8 weeks and must be within the period specified but the start and end time for the consultation will vary from LA to LA. NRCDES will advise on the precise dates applicable to each school/academy].
Feb - Mar 2014	At the end of the consultation period: <ul style="list-style-type: none"> • the school/academy discusses any comments received through the consultation with the NRCDES • the full governing body determines the admissions policy for the admissions year 2015-16 • Schools/academies forward a copy of their determined policy and supplementary form to the NRCDES (neil.weightman@nottingham-des.org.uk) before the 15th April 2014.
	ALL SCHOOLS and ACADEMIES
By 1 st May 2014	NRCDES provides the appropriate local authority with the determined policy and supplementary form.
By 1 st May 2014	Schools/academies ensure that the 2015/16 admissions arrangements are published on their websites alongside their 2013/14 and 2014/15 admissions arrangements.
June 2014	Schools/academies check that their local authority website is showing the correct version of their policy and supplementary form for 2015/16.