



## **Outline of Statutory Consultation Process – Non LA**

### **Step 1: Develop a proposal**

An initial proposal will be developed and considered by the school's governing body, as well as the diocese. Section 2 of the School Organisation Code outlines when the statutory procedure is required.

### **Step 2: Consultation**

A consultation document must be published on the school's website. The consultation document must be published on a school day and consultees must be given at least 42 days to respond to the document, with at least 20 of these being school days. Stakeholders identified in section 3.4 of the School Organisation Code must be notified by letter/email.

### **Step 3: Consultation Response Report**

Feedback submitted during the consultation period will be considered and a response report will be developed and presented to the governing body for consideration.

### **Step 4: Governing Body Consideration**

The governing body will consider the consultation response report and determine whether to publish the report and to approve the publication of the proposal in the form of a statutory notice.

### **Step 5: Statutory Notice**

The statutory notice must be published on a school day and as outlined in section 4.1 of the School Organisation Code.

### **Step 6: Objection Period**

Anyone wishing to make objections to a proposal has the opportunity to do so. Objections must be made in writing or by email, and sent to the proposer before the end of 28 days beginning with the day on which the notice was published.

### **Step 7: Objection Report**

Under section 49 of the 2013 Act when objections have been received proposers **must** publish a summary of the statutory objections and the proposer's response to those objections ("the Objection Report").

### **Step 8: Consideration**

If any objections have been received during the objection period the full proposal must be referred to the local authority for determination.

### **Step 9: Decision Letter**

Confirmation of the decision and objection report availability will be issued to stakeholders.