

# Annex 1

## School Admissions

3 December 2015

### **Overview**

- Legal Framework
- Admissions Timetable
- Normal round admissions
- In-year admissions
- Implications for Academies

## School Admissions Code (December 2014 )

- Applies to all maintained schools and academies.
- Mandatory requirements.
- Sets out aims and objectives to the discharge of functions relating to Admission Authorities and Governing body/Academy Trusts.
- Admission Regulations.

## The legal framework

1. All schools **must** have admissions arrangements that clearly set out how children will be admitted.
2. Where changes are proposed there **must** be a public consultation.
3. If no changes are proposed there **must** be a consultation every 7 years.
4. Admission Authorities (AAs) **must** determine admission arrangements by **28 February** each year, even if there are no changes.
5. Once determined, AAs must notify the appropriate bodies and publish the arrangements on their website.

6. Own Admission Authorities (OAAs) must also send a copy of the determined arrangements to the LA as soon possible and by **15 March** at the latest as they **must** be published on the LA's website.
7. Anyone can object to the Schools Adjudicator by **15 May**.
8. OAAs **must** send LA all of the information required for the composite prospectus by no later than **8 August**.
9. LA **must** publish the composite prospectus for parents by **12 September**.

## **Admissions Timetable for the 2017/2018 School Year**

- 6 week consultation between **1 October 2015** and **31 January 2016**.
- Determine arrangements by **28 February 2016**.
- AAs to publish a copy of determined arrangements on their website, and OAAs send to LA, by **15 March 2016**.
- Any objections to arrangements to Schools Adjudicator by **15 May 2016**.
- LA publish composite prospectus by **12 September 2016**.
- New pupils arrive in **September 2017**.

## **Admission Authorities**

- LA is the AA for all community and voluntary controlled schools and make decisions on applications to these schools.
- OAAs are academies, free schools, foundation and voluntary aided schools. They decide their admissions arrangements and must apply their policy to make decisions on applications. They must also comply with Suffolk's Co-ordinated Admissions scheme.

## **Own Admission Authorities**

- Must comply with the School Admissions Code.
- Admissions Committee to make decisions about applications (this could be delegated to school staff).
- Responsible for ranking all applications for the normal round if have own oversubscription criteria and complying with the Co-ordinated Scheme.
- Responsible for own admission appeals.

## Normal Admissions Round

This applies to applications for the normal year of entry in the age range served by the school.

- Parents apply for up to 3 schools by the national closing date - **31 October** for secondary and **15 January** for primary and middle.
- LA co-ordinates all applications so that applicants receive one offer of a school place on the national offer date – **1 March** for secondary and **16 April** for primary and middle.
- Highest preference possible is offered.

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## Normal Admissions Round (2)

When a school preference is refused:

- The child's name is added to the waiting list in order of the oversubscription criteria. The waiting list closes at the end of the first full week of the spring term.
- The right of appeal is given.
- When a preference cannot be met, a place is offered at the catchment school if it has places available, or at the next nearest school with space.
- The home to school transport policy is applied to establish when free travel should be offered.

## **In-year Admissions**

- Apply to applications received outside of the normal admissions round.
- Applications for OAA schools are dealt with by the schools directly.
- LA has developed in-year procedures to support the application process.

## **In-year procedures for OAA Schools**

- From September 2015, OAA schools deal directly with their own applications. Places should be offered strictly according to policy.
- Parents should be advised they can apply, even if the year group is full.
- Schools are required to tell LA when an application is received and its outcome.
- Schools should advise LA of the number of pupils on roll when requested as the LA must be able to let parents know which schools have places available.
- When an application is refused, the reason for refusal and the right of appeal must be given.

## Useful Links

- School Admissions Code (December 2014)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)
- School Admissions Appeal Code (Feb 2012)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275897/school admission appeals code 1 february 2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)
- Suffolk County Council Admissions  
[www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

