



Admissions: Guidance for Governors

July 2019

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Guidance on Admissions Arrangements Diocese of Leeds - updated July 2019

The advice and information offered below is intended for schools where the governing board are the admissions authority, for guidance purposes, and is not exhaustive.

Whilst every care is taken to ensure the accuracy of information, admissions is a complex and rapidly changing aspect of education and therefore all information contained below should be checked before implementation. Sample policies are attached as appendices, for guidance.

It is the governors' responsibility to ensure that the school's admission arrangements comply with the relevant School Admissions Code and associated Diocesan guidance.

The use of the terms '**must**' and '**must not**' in this document denotes a **mandatory** requirement in the School Admissions Code (December 2014).

Use of 'should', 'should not', 'may' and 'may not' denotes guidance.

Who is responsible for admissions?

In voluntary controlled (VC), community, and foundation schools without a religious trust the admissions authority is the Local Authority (LA), unless the function has been delegated to the governing board.

In voluntary aided (VA) schools and foundation schools with a religious trust the governing board is the admissions authority.

The admission authority for an academy is the Academy Trust. Admissions arrangements for academies **must** be approved by the Secretary of State as part of the academy's funding agreement. Academies are subject to the School Admissions Code.

The table below sets out the admission authority for each type of school in England

Type of School	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging / providing for an appeal against refusal of a place at a school?
Academies	Academy Trust	Schools Adjudicator	Academy Trust
Voluntary aided schools	Governing board	Schools Adjudicator	Governing board
Foundation Schools	Governing board	Schools Adjudicator	Governing board
Voluntary controlled schools	Local Authority	Schools Adjudicator	Local Authority
Community Schools	Local Authority	Schools Adjudicator	Local Authority

The table below sets out the timeframes for all admissions authorities:

Timescale	Actions required where it is proposed that the policy will...	...not change.	...change.
Summer Term	Governing Board completes annual review of admission arrangements (see Appendix A). Ensure that this includes an analysis of admission data to ascertain that the existing arrangements are fair and attract applicants from all sections of the community. Please ensure that this process also includes ensuring that your admissions arrangements are in line with the statutory Code and Diocesan guidance. This work could be delegated to an admissions committee, in which case the findings and recommendations should be submitted to full governing board for approval.	✓	✓
June to 20 th September	If changes are to be made to the arrangements: Governing boards should consult the DBE on any proposed changes to the admission arrangements in good time for the DBE to respond before consulting others and no later than 20th September . See statutory Code and consultation process below.		✓
A minimum of 6 weeks between 1 st October and 31 st January	Consultation process on admission arrangements. Having taken account of the DBE's comments governing boards must consult all relevant parties as outlined in the statutory Code. The consultation must be posted on the school's website for the duration of the consultation period. Governors must consider any objections, or comments, to their arrangements and take these into account when finalising the policy The consultation must end by the 31st January , the latest date for consultation to start will be early December if school holidays are not taken as part of the consultation period. See statutory Code and more detailed Consultation Process Table below.		✓
10 th January	Deadline for Governing Boards to send draft amended Admission Arrangements to the DBE for checking and approval so we can respond in time to allow official determination by the Governing Board by 28 th February.		✓
28th February	All admissions policies must be ratified (agreed) at a full governing body meeting by this date.	✓	✓
15 th March	Once the arrangements have been determined, a copy of the admission policy and SIF must be sent to the DBE and LA before the 15 th March by which time schools must also publish their determined admission policy on their website, and inform local schools.	✓	✓

Consultation process where changes are proposed:

Determination Year (2019/20) (The school year in which admission authorities determine their admission arrangements) for entry to school in September 2021	
20th September 2019	Governing boards should consult the DBE on any proposed changes to the admission policy in good time for the DBE to respond prior to consultation.
1 October 2019	Earliest date to start consultation on proposed arrangements. Consultation must last a minimum of 6 weeks.
31 January 2020	Deadline for the completion of the consultation on proposed admission arrangements. Consultations must end by this date.
28 February 2020	Admission policy must be determined (agreed) by this date including ratification by the full governing board, recorded in the minutes.
15 March 2020	A copy of the admission arrangements and SIF must be sent to the DBE and LA before the 15th March by which time schools must also publish their determined admission arrangements on their website, and inform local schools. The DBE also require a copy of the governor minutes to prove ratification by the full governing board.
8 August 2020	Deadline for governing boards to provide admission arrangements information to the local authority to allow them to compile composite prospectus.
Offer Year (2020/21)	
31 October 2020	National closing date for secondary school applications.
15 January 2021	National closing date for primary school applications
28 February 2021	Deadline for admission authorities to publish their appeals timetable on their website.
1 March 2021	National offer day for secondary school places.
16 April 2021	National offer day for primary school places.
	Appeals The timescales within which admission authorities must ensure that appeals are heard are detailed in Section 2 of the School Admission Appeals Code. For example, for applications made in the normal admissions round, appeals must be heard within 40 days of the deadline for lodging appeals.
September 2021	New intake starts at school.

Admission authorities **must** consult with:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

Failure to consult effectively may be grounds for subsequent complaints and appeals.

Schools should ensure that a full record of the evidence of consultation processes, including the timeline, are kept along with responses.

Frequently Asked Questions

Do we have to review the admission policy every year, even if we don't want to make any changes?

All admission authorities **must** determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required.

For example, admission authorities **must** determine admission arrangements for entry in September 2021 by **28 February 2020** (*School Admissions Code 2014, para: 1.46*).

All schools **must** consult on their admissions arrangements at least once every 7 years, even where there are no changes proposed (School Admissions Code 1.42)

Do we have to put our admission policy on the website?

A copy of the determined arrangements **must** be placed on the school website (where there is one) which **must** be displayed for the whole offer year (i.e. the school year in which a place is applied for and an offer made/refused), unless amended.

In addition the timetable for appeals **must** also be displayed on the school website from 28th February each year. The timetable may be obtained from the relevant Local Authority.

During a consultation period, both the determined arrangements and the draft arrangements being consulted upon **must** be available on the school's website

In all cases the admission arrangements document should include any supplementary information forms and religious reference pro-forma, so that the procedures are fully transparent and open for parents to gauge the likelihood of their child gaining a place at the school.

Is there anyone else we need to inform?

Admission authorities **must** send a copy of their determined admission arrangements as soon as possible before **15 March** in the determination year to the Diocese and the appropriate Local Authority.

Can governors delegate responsibility for admissions to the headteacher?

No one person may determine admissions (regulation 17(3) and 20(2) of the School Governance (Procedures) Regulations 2003). (*School Admissions Code 2014, para 2.7*).

The governing board may establish an admissions sub-committee which **must** have a quorum of a minimum of three governors.

It is considered good practice to appoint the headteacher onto any admissions committee, but **headteachers cannot act in place of the governing board in determining the school's admissions arrangements, or in deciding on the admission of any individual child.**

Can governors decide who to admit?

Where there are fewer applications than places available all applicants **must** be offered a place. Governing boards who are the admissions authority for the school **must** set criteria which will be applied in the event that there are more applications than there are places available for any given year group. The oversubscription criteria **must** comply with the School Admissions Code.

Who offers a place?

In VA, foundation schools with a religious trust, and academies it is the governing board which offers places, however the process **must** be administered by the local authority as part of the co-ordinated admissions schemes for all applications to join the school at the normal point of entry. Therefore the governors rank all applications according to the school's oversubscription criteria and send the ranked list to the LA. The LA will send out the letter offering / refusing a place at the school on behalf of the governing board. There is a national date, 1st March, for letters to be sent offering places for admission to secondary school (or the next working day, if 1st March is not a working day). The national offer date for primary schools is 16th April (or the next working day).

What is 'co-ordinated admissions'?

LAs are required to operate a co-ordinated admissions scheme.

Co-ordinated admissions is where the local authorities co-ordinate the admissions process through a common application form (sometimes called a common preference form or common application form), work within the national dates set for admission forms to be returned and when places will be offered on behalf all schools and academies within that LA, ensuring a simpler standardised system for parents and ensuring that no child would receive more than one offer of a place on the same date. Local authorities also have a duty to co-ordinate with other neighbouring local authorities. The national closing date for 'normal round' application to secondary schools is 31st October and for primary schools is 15th January. Offers of places to secondary schools are made nationally on 1st March (or the next working day). The national date for offers of places to primary schools is 16th April.

What is in-year co-ordinated admissions?

From September 2013 there is no longer a requirement for local authorities to co-ordinate in-year applications but they **must** provide, in the composite prospectus, how in-year applications can be made and will be dealt with and produce a common in-year application form.

Where an LA is offering to co-ordinate in-year admissions, it is for governors to decide whether to continue to allow the LA to co-ordinate their in-year applications or to do this themselves. This information **must** be included in the school's admission arrangements.

Where governors administrate in-year applications they **must** inform parents whether or not the application was successful and parents right of appeal where a place is refused. They **must** also inform the LA of both the application and its outcome.

How do governors establish their admissions arrangements? Is there a one size fits all admissions arrangements policy document?

Where governors are the admissions authority, it is their responsibility to determine the oversubscription criteria for their particular communities, within the boundaries of the School Admissions Code. It is recommended that governors consider carefully the following points:

1. How oversubscribed is the school and therefore is there a need for multilevel oversubscription criteria.
2. How easy is it for parents to understand the arrangements and the likelihood that their child will successfully gain a place in the school.
3. The extent to which the oversubscription criteria is shaped by the school's distinctive Christian vision.
4. The extent to which the school wishes to give priority to children with medical or social needs, or those who are eligible for pupil premium funding.
5. The priority the school wishes to give to siblings of children who will still be attending the school at the expected time of admission of the younger child.
6. The extent to which the school aims to serve its immediate and wider communities.
7. The extent to which the school wishes to give priority to children from church attending families, children from different Christian denominations, children from different faith traditions (see Appendix B).

Sample policies are attached in a separate guidance document available on the website.

It is the governors' responsibility to ensure that the school's admissions arrangements comply with the relevant School Admissions Code.

What should the arrangements include?

Admissions authorities **must** consult on the full details of the admission arrangements they propose to determine and **must** include:

- Planned Admissions Number (PAN) for any year it is intended to admit pupils, including Year 12.
- Application procedures, including in-year admissions.
- Oversubscription criteria for each relevant age group, see '*Oversubscription criteria*' below.
- Information about any tests for aptitude or ability, if allowed
- Tie-breaker(s) that will be used in the event that oversubscription occurs within any given criterion to decide between two or more applications that cannot otherwise be separated.
- Where the school uses a supplementary information form (SIF) to apply its oversubscription criteria, that form should be attached to the policy
- Any separate requirements and oversubscription criteria for Year 12 or nursery applications, where applicable
- Waiting list – how long after the end of the autumn term in the admission year the waiting list will be maintained.

The School Admissions Code requires that all waiting lists are maintained **at least until 31 December** of each school year of admissions.

- Information about how late applications can be made and how they will be handled
- Details of any catchment areas to be used.
- Parental right to appeal, where an application is unsuccessful
- The process for requesting admission out of the normal age group. See Appendix C.

NB All admissions arrangements **must** be consistent with the co-ordination scheme operating in the year in question.

The following should also be included, and it must be clear that this is not part of the oversubscription criteria:

- A statement that children who have a statement of special educational need (SEN) or an education health and care (EHC) plan which names the school have a statutory entitlement to a place (section 324 Education Act 1996) and will be admitted regardless of the number of places available. This is not part of the oversubscription criteria.
- List any named feeder schools which are given a priority within the oversubscription criteria – care should be taken about determining the named feeder schools as this could be seen to give an unfair/unintended advantage / disadvantage some groups

Additional requirements for primary/infant schools:

When determining the arrangements for primary/infant schools the admission authority **must** make it clear that:

- a) the arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- b) parents of children who are admitted for nursery provision **must** apply for a place at the school if they want their child to transfer to the reception class;
- c) attendance at the nursery or co-located children's centre does not guarantee admission to the school;
- d) a child is entitled to a **full-time place in the September following his/her fourth birthday**
- e) parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age;
- f) parents can request that their child attends part-time until the child reaches compulsory school age.

Admission of children below compulsory school age and deferred entry to school

Admission authorities **must** provide for the admission of all children in the September following their

fourth birthday. The authority **must** make it clear in their arrangements that, where they have offered a child a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. (*School Admissions Code, 2014, para 2.16*)

How many pupils can we admit?

All schools **must** have a 'planned admission number' (known as PAN) for each relevant age group. It may be necessary for some schools to have more than one admission number. The admission number is set by the admissions authority after consultation with the LA and other relevant admissions authorities and **must** have regard to the capacity assessment for the school. The admission number applies only to the normal year of admission.

A school may exceed its admissions number if it would not adversely affect the school in the longer term. A school can also admit over the published number as part of the Fair Access Protocol.

Own admission authorities are not required to consult on their PAN where they propose either to increase or to keep the same PAN but they **must** inform the LA of the school's intention to admit above the PAN in good time and make specific reference to the change on their website. (*School Admissions Code 2014, paras 1.3 – 1.5, 1.48 and 3.6*).

All admissions authorities **must** consult in accordance with School Admissions Code 2014 para 1.42 where they propose to decrease the PAN

Oversubscription Criteria

Who should be given first priority?

Diocesan guidance is to admit all children in public care as the first oversubscription priority

Church schools **must** either admit all children in public care (Looked After Children) as their first priority, or **must** admit all Church of England children in public care as their first *faith priority* and then admit all other children in public care as their top *local priority* i.e. 'above all other children not of the faith' (*School Admissions Code 2014, 1.37*)

The Code states: "The highest oversubscription priority **must** be given to looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order). (*School Admissions Code, 2014, paragraph 1.7*).

Is there an example of fair oversubscription criteria?

Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs,

A fair admissions system is one that provides parents with clear information about admissions and supports those parents who find it hardest to understand the system.

'Fair' oversubscription criteria are those which are:

- clear, in the sense of being free from doubt and easily understood,
- objective and based on known facts. Governing boards must not make subjective decisions or use subjective criteria,

- procedurally fair for all groups of children,
- comply with relevant legislation, including the mandatory requirements of the School Admissions Code 2014, and which do not unfairly disadvantage a child from a particular social or racial group or a child with a disability or special educational needs and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.

The following cover the most common oversubscription criteria but this is not an exhaustive list:

- children in public care
- siblings of children who are still at the school
- social and medical need
- membership or attendance at worship of the faith / denomination of the school
- distance between home and school
- random allocation
- catchment areas

(See *School Admissions Code 2014 paragraphs 1.7 - 1.8 and 1.10 – 1.17*).

Admission authorities may give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium and also children eligible for the service premium. Admission authorities should clearly define in the arrangements the categories of eligible premium recipients to be prioritised. (*School Admissions Code 2014, para 1.39A*)

The School Admissions Code (2014) sets out examples of unfair criteria in para 1.9.

Schools **must not** ask parents to sign, or express a willingness to sign agreements before they have been offered a place at the school.

Documentation to validate proof of address is acceptable where it is unclear whether a child meets the published oversubscription criteria. Proof of date of birth (short birth certificate) may only be requested after a place has been offered. (*School admission Code, 2014, para 2.5*)

What is a SIF?

A Supplementary Information Form (SIF) may be used by governors in VA and foundation schools and academies in addition to the common application form / in-year common application form in order to collect additional information that is not provided on the LA common application form but which is needed to apply their oversubscription criteria. **N.B. a SIF cannot be a mandatory requirement, but parents may be made aware of the consequences of not completing a SIF.**

It is against the School Admissions Code to request any personal details about parent's educational background, qualifications, income or first language as part of the admission process. Schools **must not** ask parents to agree to support the ethos of the school in a practical way (*School Admissions Code 2014, para 1.9e*)[†], nor should the SIF by implication suggest covert requirements or discrimination, e.g. request for both mother's name and father's name could be taken to disadvantage single parent families.

[†] *The exception to this is where parents pay optional nursery fees to the school or school-run nursery, for additional hours on top of their 15-hour funded early education, where children from the school nursery class or school-run nursery are given priority for admission to Reception*

Where a school uses a SIF, a copy of this should be appended to the Admissions Arrangements. Where a school uses a religious reference request to verify attendance at religious worship, this must also be attached with the arrangements.

Application which is made on the relevant Local Authority common application form is a valid application even if it is not accompanied by a SIF. However, if a SIF is not completed, governors will only be able to use the information provided on the common application form. Governors may consider contacting parents where a SIF has not been received, they should also do so if the school has received a SIF but there is no record of a common application form, as the SIF is not a valid application on its own. The relevant information should be notified to parents, including the

reasonable expectation that it is the parent's responsibility to provide all information that they would wish governors to consider in support of their application and the timescale in which this information should be received by the school.

Can children of members of Staff at the school be given priority?

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (School Admissions Code 2012, para 1.39)

However, in Church of England schools / Academies in this diocese, it is strongly recommended that children of staff are **not** given a higher priority than children of local worshipping families, nor local children (e.g. those living within the parish), nor (for primary schools) a higher priority than younger siblings of pupils in school

Can attendance in the nursery be taken into account?

Documentation should make it clear to parents that a child's attendance at the nursery does **not** guarantee a place in the main school and parents must apply for a place in the same way as all other applicants. Admission authorities may give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium or the service premium who:

- a) are in a nursery class which is part of the school; or
- b) attend a nursery that is established and run by the school. The nursery must be named in the admission arrangements and its selection must be transparent and made on reasonable grounds (*School Admissions Code 2014, para 1.39B*)

What if there are more applications than places?

In the event that there are more applications received than places available in the year group then the governors must rank all applications in the order determined by the school's oversubscription criteria. Places will be offered until all places are filled or there are no further applicants. If an applicant refuses the offer of a place (or is offered another place due to a higher preference within an equal preferences scheme) then the child highest on the waiting list must be offered the vacant place.

Can we legally accept a bribe?

Clearly, no. Equally, schools must not ask parents to agree to make a financial contribution to the school or payment in kind (e.g. services) when applying for a place. Places are allocated according to the oversubscription criteria set out in the school's published admissions arrangements. It is against the School Admissions Code to request any personal details about parent's educational background, qualifications, income or first language as part of the admission process.

What if someone wants to appeal against the governors' decision?

Parents have the right to appeal against a refusal of an offer and should do so in writing within the timescale set out in the admissions arrangements and on the letter informing them that a place has not been offered at the school. The letter refusing a place **must** also set out the reason for refusing admission, the deadline for lodging an appeal, which must be in writing, and to whom the appeal should be sent. The timescale for appeals **must** also be published on the school website (where there is one)

Do we have to run an appeal ourselves?

The Education Team recommends that schools use the independent appeals panels convened by the local authority or an appropriate independent consultant. Where appeals against Church schools are

to be heard by the local authority, the school may request that a suitably trained and experienced panel member (i.e. with understanding of Church school distinctiveness) be included on the panel. Local authorities may make a charge for this service but if they do so there should have been an appropriate sum allocated to the school budget for governing boards of maintained schools which are admission authorities to meet admission appeals costs, including training for panel members, unless the school and local authority agree that the local authority will carry out the administration on the governing board's behalf. Academies receive funding in accordance with their funding agreements. (School Admission Appeals Code 2012, para 1.14)

Under Section 94 of the School Standards and Framework Act 1998, responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the school. The admission authority and appeal panel **must** act in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010. (School Admission Appeals Code 2012, para 1.1)

What happens if a vacancy arises whilst appeals are waiting to be heard?

Where a vacancy arises, at any time and regardless of any appeals, the place should be offered to the child whose name is at the top of the relevant waiting list. As waiting lists must be maintained in order of the oversubscription criteria this ensures that the place is offered to the next highest ranked applicant.

Can we keep a waiting list and if so, for how long?

Paragraph 2.14 of the Admissions Code 2014, **requires** each admissions authority to maintain a waiting list for every oversubscribed school for at least the first term (i.e. to 31 December) in the normal year of entry. The Education Team recommends that waiting lists are maintained for each oversubscribed year group and for lists to be kept open until the end of the school year for which an application was made, in order to facilitate in-year co-ordination of admissions. Looked after children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol **must** take precedence over those on a waiting list.

What is the fair access protocol?

Fair access protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools. Fair access protocols are aimed at supporting children deemed to be 'vulnerable' as well as those with challenging behaviour. For further information please refer to School Admissions Code 2014 paragraph 3.9 – 3.15.

Can we delegate the local authority to administer our admissions?

Within Co-ordinated Admissions and In-year Co-ordinated Admissions schemes the local authority has a duty to provide common application forms, one for primary schools and one for secondary schools; to exchange information with other local authorities and admissions authorities and to send out the offer of places on dates specified by the scheme. There is a national offer date for places at secondary schools, which is 1st March (or the next working day, if 1st March is not a working day). From 16th April 2014 there will be a national offer date for all primary schools.

If the governing board were to delegate the responsibility for maintaining the waiting list to the LA, legal responsibility for it remains with the governing board.

Appendix A: Annual Review of Admissions Arrangements

Governing bodies must review their admission arrangements annually, in order to assess how the arrangements are working in practice.

It is good practice for schools to analyse their intakes in order to assess whether they attract a wide range of families from all sections of the local community

It will not always be necessary to change the arrangements, but the following questions could form a basis for discussion. Some questions will be more relevant to some schools than others.

a) How oversubscribed is the school and therefore have governors questioned if there is a need for multilevel oversubscription criteria?
b) If the school is oversubscribed can the admission committee defend the decisions made in terms of the criteria and procedures? Are the admission criteria seen to be scrupulously fair, strictly followed in the stated order of priority?
c) Are governors clear about their objectives in setting the admission criteria? To what extent are the admission arrangements shaped by the school's distinctive Christian vision?
d) Are the admission arrangements clear and easily understood by parents? Are the oversubscription criteria objective so that parents can assess the likely prospects of their success?

<p>e) Are looked after children and previously looked after children (children in public care) and previously looked after, first priority? Do the admission arrangements give high priority to those with exceptional social or medical needs, who have a documented need for the school, to enable them to gain a place?</p>
<p>f) Do the admission arrangements allow the pupil population of the school to reflect the ethnic balance of the local community, including those for whom English is not the first language? Do the admission arrangements take into account children of other faiths and the enriching contributions they may bring to the life of the school? Do the admission arrangements enable the school to contribute to community cohesion and, if so, how?</p>
<p>g) Do the admission arrangements reflect the views of the local worshipping community or other Christian bodies and take into account diocesan guidelines?</p>
<p>h) In a primary school, is there provision for siblings to enable, as far as possible, children from families to attend the same school?</p>
<p>i) Do the arrangements include distance as a criterion and, if so, does this enable the school to serve its local community?</p>
<p>j) Is the appeals procedure adequately explained to parents, in particular for infant class size appeals? Do the persons from whom the appeals panel are constituted reflect the ethnic and social mix of the community and have they undergone the required training?</p>

Appendix B: Church Attendance as Oversubscription Criteria

As with all oversubscription criteria, the evidence required to support an application must be reasonable, clear, objective, procedurally fair.

Not all schools will need two or three graduations of oversubscription criteria for church attendance, though some may.

The following guidance is recommended, where fine definitions are needed to differentiate between applications made on the basis of attendance at religious worship.:

“at the heart of the church” “attached to the church” “known to the church”

In all categories, the worshipper could be the child for whom application is made and/or one or more parents.

- i. An applicant **‘at the heart of the church’** will be a regular worshipper, i.e. one who worships usually twice a month. To accommodate different patterns of work and family relationships, this should include attendance at week-day worship.
- ii. An applicant **‘attached to the church’** will be a regular but not frequent worshipper, i.e. one who usually attends worship on a monthly basis or who is regularly involved in a weekday church activity that includes an element of worship.
- iii. An applicant **‘known to the church’** will be an occasional worshipper. This might be regarded as attendance at major Christian festivals i.e. Christmas, Easter and Pentecost **but this will be difficult for church authorities to measure and therefore should only be used in policies in exceptional cases and after consultation with the Diocesan Education Team and the parish incumbent.**

A possible alternative might be:

‘Children who have been baptised or dedicated within a Christian Church and for whom this is the nearest Church of England [Primary/Secondary] School’.

Again careful consideration will be needed within the local context and governors should consult with the Diocesan Education Team and the parish incumbent.

The usual period of time over which church attendance is considered is a minimum of two years prior to the closing date for applications. Where a family has recently moved into the area, worship at their previous church should be considered, unless specifically stated otherwise in the arrangements.

Appendix C: Admission of children outside their normal age group

2.17 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

2.17A Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

2.17B Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

(School Admissions Code, 2014, para 2.17 / 17A /1.7B)



If your question has not been answered by these FAQs, please contact the named adviser for your school or email info.ed@leeds.anglican.org

Useful resources:

Sample admissions policies for guidance are available on the diocesan website.

School admissions Code 2014:

<https://www.gov.uk/government/publications/school-admissions-code--2>

School Admissions Appeals Code 2014:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Fair Access Protocols:

<https://www.gov.uk/government/publications/fair-access-protocols-in-school-admissions>

Office of the Schools Adjudicator

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

