

# Admission to a VA School

Admission to any one of the Church of England Voluntary Aided Schools and Academies in Suffolk is unique.

In the case of VA Schools the Governing Body is the Admissions Authority and for Academies, the Directors or the Diocesan Multi-Academy Trust acts as the Admissions Authority - not the County Council (as in Voluntary Controlled and Community Schools). Each Governing Body/Academy or MAT Directors has a responsibility to agree and publish annually an Admissions Policy outlining the processes for applying and listing their oversubscription criteria. If there are significant revisions year-on-year a full consultation, involving Parents, other Admission Authorities, the Diocese and the Local Authority must take place. In any case such a consultation must happen every seven years. Every policy must adhere to the 2014 School Admissions Code and it is the responsibility of the Diocese (and LA) to ensure that this is the case.

Each Admissions Policy must:

- Be in clear language and accessible to all
- Avoid technical language and jargon
- Ensure that any oversubscription criteria are legal, straightforward and understandable
- Detail the dates by which applications must be made and what happens if an applicant cannot gain a place at the School

The Governors are under an obligation to:

- Consider every application form that is received and without unnecessary delay
- Offer a place if the Published Admission Number of that year group has not been reached and the class will not breach the Infant Class Size Regulations (30 pupils in a class)
- To apply their oversubscription criteria fairly and honestly if the number of applicants exceeds the number of places available
- To maintain good communication with the Area Admissions Team so that decisions reach applicants swiftly
- To ensure that unsuccessful applicants are made aware of their right to appeal

Although applications to Aided Schools and Academies are the responsibility of the Governors/Directors they work within the Suffolk Co-ordinated Admissions Scheme which may be viewed [here](#).

## **Important dates if you are applying for a place for your child to start school in September:**

- Closing date for receipt of CAF 1 form and any Supplementary Application Forms – 15 January
- Date on which each applicant receives the offer of a place at a Suffolk School – 16 April