

ADMISSIONS ADVICE FOR SCHOOLS

August 2020

Voluntary Aided Schools and Academies

- If you are a **Voluntary Aided (VA)** school then you and your governors are the Admissions Authority for the school.
- If you are an **Academy in a Multi Academy Trust (MAT)** then the Directors of your Multi Academy Trust are the Admissions Authority for your school.
- If you are a **standalone Academy** then your board of directors is the Admissions Authority for your school.

Usually Boards of Directors delegate all operational powers to their local governing bodies (LGBs) so all the school types above will largely ask the Headteacher, supported by governors, to manage the day to day running of Admissions, sorting out all Admissions in YR and managing in year admissions too. But the responsibility and accountability is as stated above.

However the important thing to remember is that it is the role of the Admissions Authority to:

- a) Manage the policy and any changes and alterations
- b) Carry out a consultation if a planned policy change might advantage or disadvantage any children
- c) Determine the policy in good time for it to be sent to the local authority (george.beard@suffolk.gov.uk) and the Deputy Diocesan Director of Education (karen.harman@cofesuffolk.org) by February 28th of the year preceding the year of the policy. So policies for 2021 were determined in January/February 2020 or even sooner.

There is always therefore a delay in implementation of changes so governors do need to think ahead.

Changes and Consultations

Changing the dates, adopting new wording/definitions that are DfE proscribed or making minor alterations to names etc does NOT require a consultation and the annual requirement for VA schools to consult ended in 2015. However changes in over subscription criteria that might alter advantage in any way - like a reduction in the Published Admission number – do require a full consultation.

If a change is planned for the 22/23 Admissions policy for instance, the policy will need to undergo a full consultation – which is a legal process – between 1st October 2020 and 31st January 2021. The consultation must last for a minimum of six weeks and a number of bodies must be consulted. If you wish to alter your policy please contact Karen Harman as above for help. If hope to change your policy do contact us.

Voluntary Controlled schools

If you are a Voluntary Controlled (VC) school then you use Suffolk County Council's Admission's policy but if you choose to have religious based over subscription criteria then you will need to have – and share with Suffolk County Council – a Supplementary Information Form (SIF). This form offers parents the opportunity of applying for a place at a church school on the grounds they practise a religion – usually Christianity but not always – and it has to be signed by the leader of the place of worship the family attends.

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