



Diocese of Bristol Academies Trust

Admissions Code

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1) Policy Statement

- a) Although the Trust is the overarching admissions authority for its Academies, it is the delegated responsibility of each Academy to determine their own admissions arrangements and set them out in a policy to take account of their particular circumstances. It is essential that these policies are clear, fair and consistent both with their Christian principles and the Schools Admissions Code.
- b) This document must be read in conjunction with the Diocese of Bristol Board of Education Advice on Admissions and the current edition of the DfE's Schools Admissions Code.

2) The Responsibilities of Local Boards

- a) Local Boards are responsible for:
 - determining their admissions arrangements and, with reference to the Diocesan Guidance and this policy, setting these out in a policy;
 - carrying out any consultation on admissions arrangements;
 - publishing admissions arrangements on their websites;
 - managing appeals.
- b) These responsibilities cannot be delegated to the Principal so it is usual for a Local Board to set up a small admissions committee or subgroup.

3) Determination and Publication of Admissions Arrangements

- a) Academies must determine or agree their admissions arrangements every year even if there have been no changes and no consultation has taken place. The "determination year" is always the school year a year before the September admission, so for admission in September 2017 determination must take place in 2015-2016. Once arrangements have been agreed they must be published on the Academy's website and copies sent to the Trust and the local authority within whose co-ordinated admissions scheme the Academy falls. For September 2017 determination must be completed by 28 February and publication by 15 March.

4) Consultation on Admissions Arrangements

- a) Academies are responsible for carrying out any consultations on their admissions arrangements. If an Academy changes its admissions arrangements then it must go out to consultation with the groups specified in paragraph 1.44 of the Schools Admissions Code 2014. From 2015 consultations must last for at least 6 weeks and take place between 1 October and 31 January in the determination year. If there have been no changes an Academy must carry out a consultation on its arrangements at least once every 7 years. Most local authorities carry out consultations about changes to their co-ordinated admissions arrangements every year.

5) The Essential elements of an Admissions Policy

- a) To comply with the Schools Admissions Code admissions policies must include:

- a Published Admission Number for the age group or age groups at which children will normally be admitted to the Academy;
 - explain how applications should be made;
 - a commitment to accept all children who apply if there are places for them;
 - comply with paragraph 1.9 of The Schools Admissions Code 2014;
 - accept the Academy's obligation to take children with statements of special educational need or Education and Health Care plans that name the school and to give a priority to looked after or previously looked after children;
 - a set of oversubscription criteria which "**must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation" and are in keeping with the Academy's Christian principles;
 - a tie-breaker to show children who meet each particular criteria can be put in order of priority;
 - arrangements to keep a waiting list until 31 December following the September of admission;
 - arrangements for parents to make an appeal if their application is not accepted.
- b) Academies that wish to set aside places for children of the faith and wish to use this as an oversubscription criterion will need to use a Supplementary Information Form SIF. Please consult paragraphs 1.36 to 1.38 of the School Admissions Code and Appendices 1 and 3 of the DBE's advice on admissions. Appendix 2 of the advice contains a specimen admissions policy. Any Academies wishing to do this and use a Supplementary Information Form must consult the Trust and submit their proposals by 1 May in the year before the determination year. Appendix 3 of the advice provides an example of a SIF.

6) Co-ordinated Admissions arrangements

- a) All local authorities must organise co-ordinated admission arrangements for the normal admissions round with a Common Admissions Form CAF, to be completed and submitted by a specified date. Academies must take part in the arrangements of their local authority. They will be given the names of applicants and if they are oversubscribed must rank them according to their oversubscription criteria so that offers can be made on the National Offer Days 1 March for Secondary and 15 April for Primary. Only one offer may be made per pupil and no offers can be made before the offer day.
- b) Local authorities do not have to arrange in-year admissions, but Academies should pass a copy of any applications to their local authority with an indication of what the outcome was.

7) Appeals

- a) Academies must include in their admissions policy, and publish on their website information for parents setting out how they can appeal if their application for a place has been unsuccessful. If the parent decides to appeal then this must be heard by an Independent Appeals Panel. The Trust's Scheme of Delegation states that it is the Local Board's responsibility to arrange such panels. Most local authorities and some private organisations will provide such a service. If you require advice please contact schooladmissions@bristoldiocese.org