



## ADMISSION GUIDANCE 2021/22 for 2023/24

Please note that the Department for Education has issued a new School Admissions Code which, subject to Parliamentary approval, will come into effect on 1 September 2021 and introduce changes to all admissions from that date. It will not be necessary for schools to go out to full consultation to introduce these changes in all admissions arrangements from that date as they are required by the Code.

## **Introduction**

In this document we set out guidelines on the procedures for setting admissions arrangements. We hope that you will find it helpful.

These guidelines are intended to support the governing bodies of Church of England Voluntary Aided schools and academies as they consider their admissions policies. The admission authority in a VA school or an academy is, of course, the governing body, so this guidance is intended to be supportive but not prescriptive.

To assist those schools which would like it, we have produced model admission arrangements, which both meet the requirements of the School Admissions Code 2021 and support the principles that the DBE would like to encourage. We do recognise that in many cases, especially in secondary academies, local circumstances will necessitate a different approach from that outlined in the model arrangements, and we do not seek to override the expertise and local sensitivities of governing bodies. We would, however, like to encourage all governing bodies to include the school's ethos statement at the top of their admissions policy, so the two can be seen in clear conjunction.

We do not provide model Sixth Form policies as these vary so much from one school to another. It is a requirement, however, that schools and academies with a Sixth Form do provide details of arrangements for Sixth Form entry and that they follow the requirements of the School Admissions Code 2021.

Paragraph 1.38 of the Schools Admissions Code 2021 states: "Admission authorities for schools designated as having a religious character must have regard to any guidance from the body or person representing the religion or religious denomination when constructing faith-based admissions arrangements, to the extent that the guidance complies with the mandatory provisions and guidelines of this Code. They must also consult with the body or person representing the religion or religious denomination when deciding how membership or practice of the faith is to be demonstrated." This has been further clarified in the light of a recent Judgement where Mr Justice Cobbs raised the issue of what is meant by 'having regard to'. He said that this meant that policies must be a reflection of diocesan guidance. If a school does not follow this guidance in a particular matter, then there should be a written statement saying why they have disregarded it. This would include faith-based criteria. In addition, SIAMS inspections will now ask questions regarding your admissions policy particularly around faith-based criteria and numbers of pupils admitted under this rule. Does your 'vision statement' correlate with your criteria?

## **New School Admissions Code**

The DfE has issued a new School Admissions Code dated May 2021 which, subject to parliamentary scrutiny, comes into effect on 1 September 2021. This will affect in-year admissions during 2021/22 (not children starting school or transferring in September 2021) and all admissions in 2022/23. The necessary changes to admission arrangements can be made without going out to full consultation as they are required by the Code. The new Code also applies to policies for 2023 onwards, and the model Diocesan Board of Education admission policies reflect the necessary changes.

### The main changes introduced by the new Code are:

- Adding children who “appear to have been in state care outside England and ceased to be in state care as a result of being adopted” (internationally adopted, previously looked after children - IAPLC). These children now have the same priority as those looked after and previously looked after children in England. The admission authority is responsible for determining whether a IAPLC child is eligible and the DfE plans to publish non-statutory guidance before 1 September 2021 when the new Code comes into force (paragraph 1.7).
- Clarification of the ability to admit above PAN through in-year admissions (paragraph 1.4). “The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.” We recommend that schools continue to indicate the numbers of places in year groups other than the main entry point or points.
- Changes to in-year admissions rules (paragraphs 2.23-2.31) to introduce more clarity. Parents must be notified of the result of their application in writing within 15 school days, but schools should aim to do so within 10 school days. Schools managing their own admissions must notify the LA of every application and its outcome as soon as reasonably practicable but should aim to do so within two school days.
- If the LA offers in-year co-ordination of applications and your school is currently participating (you are not obliged to do so), then if the LA continues to offer voluntary in-year co-ordination, you **must** inform the LA by 1 October 2021 whether you wish to be part of the arrangements (paragraph 2.24). It will be an opt-in, not opt-out arrangement. See also Section 3H on page 11.
- Clarifying the rules on provision of information on school places to the LA (paragraph 2.24).
- Changes to those eligible under Fair Access Protocols and participation in the FAP may be delegated by governing bodies to an individual such as the head teacher (paragraphs 3.14-3.22). LAs will have to consult on any changes to existing FAPs.
- Clarification of the rules relating to admission of service children or children of crown servants (paragraph 2.21).

In addition, there are numerous minor changes to clarify the provisions of the Code.

We recommend that the first over-subscription criterion for all policies in force from 1 September 2021 (this includes 2021/22 and 2022/23 policies and the accompanying note) should read as follows:

Criterion: “Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.”

Note: “By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A “child arrangements order” is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A “special guardianship order” is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.”

Model policies incorporate these changes and also make some minor changes in other areas to ensure compliance with the Code.

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## 1 Consultation on Admissions Policies for 2023/24

There have been several problems in the past relating to the consultation requirements of the Code, and many schools which did not follow these have been referred to the Schools Adjudicator. This guidance is intended to spell out the requirements clearly, in an attempt to avoid future problems! Formal consultations must start on or after 1 October 2021, last at least 6 weeks and be concluded no later than 31 January 2022. The suggested timeline is as follows:

### Summer 2021.

The school should consider any changes to its admission policy for 2023/24, apart from those required by the new Code. Will there be any material changes, e.g. to over-subscription criteria, catchment area, etc.? If so, there is a need for formal consultation. NB there is no need to consult on increases in published admission number (PAN), but any decreases must be consulted on. Any increase must be notified to the LA and published on the school's website. The Code requires that schools consult at least once every seven years. If the school has not consulted for the past seven years, it must undertake full consultation for 2023/24 even if no material changes are proposed. If you are unsure about when you last consulted, then you should consult this year to avoid any problems with the Schools Adjudicator

### By mid-September 2021 or earlier if possible

Send the draft admission policy for 2023/24 to the Diocesan Board of Education ([christine.jones@oxford.anglican.org](mailto:christine.jones@oxford.anglican.org)). Even if no material changes are proposed, it is sensible to send the draft so that we can ensure it complies with the Code and any other DfE requirements – to avoid any problems later! The School Admissions Code 2021 (para 1.38) makes clear that the Diocese **must** be consulted **before** any wider consultation, including with the LA. We will consider those policies and endeavour to respond with comments within two weeks.

### October 2021

Consider any changes as a result of comments from us and send back any redraft so that we can confirm that the Diocese is happy with the draft policy.

### November/December 2021

Where there is a need for wider consultation (paragraphs 1.45-1.47 of the Code), schools must ensure that their draft policy is:

- published clearly on their websites (with details of how comments can be made, to whom and by what date – at least 6 weeks from the date it is posted on the website and no later than **31 January 2021**)
- sent to the LA and any other LA when the school is close to the borders of its own LA and particularly where there is a tradition of taking pupils from other LA areas

- advertised in a local newspaper, (a group of schools could place an advert collectively and some LAs do this on behalf of all state-funded schools in their area, but they are not obliged to do so)
- sent to all other admission authorities within the “relevant area” (usually the LA) – VA schools, academies, foundation schools, free schools, etc. Primary schools do not need to consult secondary schools.
- available to parents of children between the ages of 2 and 18 – difficult for infant and primary schools, but sending it to local libraries, play groups, nurseries, doctors’ surgeries, etc. is sensible. Another suggestion is to place a notice at the entrance to the school and at any other strategic points around the school. Parents of children at the school should be consulted. The overriding requirement is that schools can demonstrate that they have made every sensible effort to consult parents who might wish to consider applications to them.
- Available to others who might have an interest in the proposed arrangements – e.g. the local churches, parish councils, etc.

It is important that the school keeps evidence of its consultation – email trails, copies of posters and a list of places they were displayed, newspaper adverts, etc. to prove that the consultation has been carried out effectively.

**Please note that the Schools Adjudicators have ruled that admission authorities are not permitted to delegate the responsibility of consulting to the LA.**

### **December 2021- January 2022**

Receive any comments on draft policies. The governing body must ‘determine’ (i.e. formally agree) the policy for 2023/24. This applies even if no public consultation has been necessary. The deadline for determining policies is **28 February 2022**. Once determined, the school must notify all those consulted or who would have been consulted had consultation been necessary (including DBE) and the governing bodies of all community and VC schools in the LA. The policy should be posted on the school’s website with details of how any objections to it can be referred to the Schools Adjudicator ([www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk)) no later than **15 May 2022**. The policy must also be sent to the LA as soon as possible before **15 March 2022** because the LA must publish on its website no later than that date details of where the determined arrangements for all schools, including academies, can be viewed.

We strongly recommend that schools minute at their governing body meetings that the policy was determined so that there is a clear record should there be a reference to the Schools Adjudicator.

Schools must ensure that all appropriate admissions policies are **easily** located on their websites. In some cases, it is very difficult to find them – a tab on the home page referring to admissions is the best way of ensuring this. E.g. in March 2022 schools should have on their websites the 2021/22 policy (for in year admissions during school year 2021/22), the 2022/23 policy (for admissions in September 2022 and in year admissions during school year 2022/23) and the determined policy for 2023/24.

## **2 Diocesan Board of Education Guidance**

### **A) Use of Church affiliation criteria**

The Oxford Diocesan Board of Education is keen to ensure that all our schools nurture and develop their distinctiveness as church schools. We value and recognise the heritage of those original Church of England voluntary schools, established in many cases before the 1870 Schools Act, which were set up for the education of the poor of the parish in the principles of the Church of England, with no requirement for families to be members of the church. The DBE would therefore like to encourage its schools which are their own admission authorities to remain as inclusive as possible, and to consider, at local level, which group or groups of children might be the modern equivalent of “the poor of the parish” and seek to prioritise them. To aid schools and academies in an inclusive approach, we would like governing bodies to consider admission criteria which minimise the impact of faith. We therefore encourage schools where possible not to use church affiliation criteria in their admissions policies. Several schools which retain faith-based criteria rarely, if ever, actually admit children under them. Consequently, it would be prudent to remove them.

If the governing body does decide to include church affiliation, we recommend its insertion after in-catchment children, especially in the case of infant, junior and primary schools. Please consider carefully how you define a worshipping family, and we advise that you contact local clergy and DBE staff for advice, to ensure that your definitions are both manageable and appropriate for the local worship patterns. The Code (para 1.38) requires that schools must ‘have regard to any guidance from’ DBE on how church affiliation should be formulated. Our model policies do not include faith-based admissions, but, should you wish to retain them, please feel free to ask advice, both from your local church and the DBE, as to the best way to identify worshipping families.

Where schools continue to use church criteria the following matters should be considered:

#### Church attendance

The Code in its introduction (para 14) requires that a policy is fair, clear and objective. This requirement applies to all criteria and the Schools Adjudicators have been critical of overly complex oversubscription criteria relating to church affiliation. Wording such as ‘committed member’, ‘actively involved in their local church’, ‘practising Christian’, etc. must be defined. A letter from the priest or minister simply recommending the admission of a child would not be sufficiently objective. We strongly recommend that you use the regular attendance of a parent (not both parents as this could discriminate against one-parent families) or a parent and the child as the determining factor in deciding church affiliation. E.g. ‘attendance on average twice a month for the two years preceding the date of application at a Sunday or midweek worship service’ would be suitable. Some schools use attendance only of the child, but we prefer that there is clear evidence of involvement of a parent. Sometimes there are difficulties when a parent is unable to attend church, e.g. because of serious illness or where it is impossible to attend Sunday services because of work commitments. In such cases, a clear letter from the parish priest, minister, etc. would be needed explaining why the parent who is a committed member of the church is unable to fulfil the attendance requirements.

Where schools have sought variations to their admission arrangements for 2020/21 or 2021/22 to cover the situation where the churches are closed because of the pandemic, these changes will continue to form part of the arrangements going forward, including those for 2022/23. To remove them, and we recommend that you retain them for the time being, you would need to seek a variation. In respect of 2023/24 arrangements, to remove the changes, you would need to go out to public consultation.

### “Christian Church”

The definition of “Christian Church” often causes problems. We now recommend that schools use membership of ‘Churches Together in England’ (CTIE) or the ‘Evangelical Alliance’ (EA), but this can cause problems when some churches are not members of either organisation. There have also been problems over using ‘Churches Together in Great Britain and Northern Ireland’, so it is preferable to use CTIE. The simplest way of dealing with the issue is to name the churches in the relevant criterion or criteria, but even this can be problematic where parents are moving from other areas and wanting a place at the school and their previous church is neither named, nor is it a member of CTIE or EA. One solution has been to use ‘a church ascribing to the doctrine of the Trinity’, but Schools Adjudicators have objected to this as being insufficiently clear! If schools do use it, then the SIF should ask the minister to confirm that his or her church does ascribe to the doctrine. The overriding requirement is clarity for parents.

### Previous church attendance

Where parents have not lived in the area for long enough to satisfy the attendance requirements at a particular church, schools should be prepared to take into account aggregate attendance at the previous church and the new church with two SIFs being completed. Otherwise, objections on the grounds of unfairness could be made. The policy on aggregation should be made clear in the admissions arrangements.

### Reasons for not following Diocesan Guidance

If you continue to use church affiliation criteria, you should include in your policy the reasons for not following the Diocesan guidance (see the fifth paragraph of the introduction for this requirement).

## **B) Social and medical criteria**

Most LAs in the Oxford Diocese have social and medical criteria in their over-subscription rules for community and VC schools. A number of our VA schools and academies do not include medical or social criteria in their policies. DBE has discussed this and decided to recommend to all our schools that they should include a social/medical criterion immediately after the looked-after children criterion. VA schools and C of E academies should give high priority to families with such needs as representing the Church’s commitment to those most in need. It does look strange if the LA includes such criteria and a Church school in that LA either omits them altogether or gives them very low priority. Experience in LAs which give social and medical needs a high priority is that there are very few cases which meet the stringent requirements to prove the need. It should also be remembered that the onus is on

the parent to provide evidence that clearly demonstrates why your school (and only your school) can meet their specific needs. DBE also recommends that the medical or social needs of a parent should also be considered under such a criterion, which is the reason for mentioning ‘families’ in the model policies.

### **3 Problem areas**

#### **A) Reception Class entry**

It is a legal requirement under the Code (para 2.17) that “admission authorities must provide for the admission of all children in the September following their fourth birthday.” The Code does not state “from the first day of the Autumn Term” or similar wording. Some schools make arrangements for Reception children to come to school part time for the first few weeks and then gradually increase the attendance to full time. The issue is whether this is permitted under the Code. Some parents may have problems with childcare if the school only offers part-time attendance for the first few weeks, particularly where children have been full-time in a nursery or similar setting prior to starting school. Our view, shared by the Schools Adjudicators, is that the clear intention of the Code is to make it compulsory to offer the full-time place from the first day of the Autumn Term. It is up to parents to request deferring entry or a part-time place until the child reaches compulsory school age. If parents do request part-time attendance it is for the school to agree reasonable hours with the parent, e.g. 5 mornings or 5 afternoons per week.

#### **B) Sibling criteria**

Differing decisions seem to be coming from the Office of the Schools Adjudicator, depending on which Adjudicator has considered the case. There have been problems over use of “with a sibling in attendance at the time of admission” because it is not possible to know with certainty that the sibling will still be there at the time of entry of the child for whom the application is made. One Adjudicator recommended “with a sibling in attendance at the school at the time of application”. This can cause problems where a sibling has been offered a place, but has not taken it up at the point of application for the other child (e.g. a place in Reception has been offered and accepted for September and there is then an application for a sibling in another year group for September). It has also been pointed out that the sibling may not be in attendance at the time of application although s/he is on the school roll! One LA suggested using “with a sibling in attendance at the time the application is processed”, but an adjudication has ruled that formulation out. There is no clear ruling on what is acceptable, but our suggestion is “with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school”. Now that the Code permits schools to give some priority to siblings of former pupils, the problem has lessened and it would be acceptable to omit “and who is expected still to be in attendance at the time of entry to the school”, but schools may wish to ensure that the sibling is still at the school.

#### **C) Use of different definitions from those used by the relevant LA**

We have had problems where schools use different definitions of terms used in their policies from those used by the relevant LA. Parents look at the definition in the LA’s composite guide to admissions and tend to expect these to apply to VA schools, academies, etc. To avoid

confusion, it is better to use the same definitions for such terms as “parent”, “sibling”, “normal home address”, etc. It also makes sense to use the same way of determining compliance with social and medical criteria as the relevant LA and the same definition of measurement of distance as the LA. **A Schools Adjudicator decision has suggested that schools using the LA to measure distances should repeat the actual wording used by the LA to indicate how those distances will be measured. If you are using a different form of measurement from the LA you must make this very clear in your policy and describe how you will measure the distances.**

#### **D) Pupil premium priority**

The DfE issued guidance on giving priority to children eligible for the pupil premium, service premium or early years pupil premium in December 2014. The Code enables schools to give such priority within their oversubscription criteria, but it is not a requirement. Schools introducing such priority must make clear in their admission policies what information they will require as evidence of their eligibility for the relevant pupil premium. Where the LA does not include an appropriate question on the CAF, a school would need to seek the information on a supplementary information form. Paragraph 1.9f) of the Code permits this. Parental consent would be needed for the LA or a child’s current school to disclose pupil premium eligibility in connection with an application.

#### **E) Children of staff**

The Code at paragraph 1.39 allows schools to prioritise children of staff under certain circumstances. We strongly advise schools to think carefully about the impact of including such priority in their oversubscription criteria and the positioning of the priority in their oversubscription criteria as it could lead to complaints from parents, particularly where a school is normally oversubscribed. Inclusion of a staff children criterion is often unpopular with parents. It should not come before children living in the catchment area.

#### **F) Summer born children**

Until new legislation is passed (the new Code does not address this), the position remains as at present, notwithstanding the September 2015 letter from the then Minister of State for Schools, Nick Gibb MP. The Code requires admission authorities to consider carefully the circumstances of the case made by the parents of a summer born child and to take a decision in the best interests of the child. Nick Gibb said in his letter that the DfE intended to amend the Code so that ‘summer born children can be admitted to the reception class at the age of five if it is in line with their parents’ wishes, and to ensure that those children are able to remain with that cohort as they progress through school, including through to secondary school’. This would mean that parents have much more control over the date of entry of the child and schools would have to be much more accommodating in taking summer born children into the reception class in the September after they reach the age of five. We recommend that schools act as in the model policy until there has been a legislative change (the new May 2021 Code does not make the change as primary legislation is required), but that GBs look favourably on cases for later entry.

#### **G) Supplementary information forms**

These often lead to problems where the questions asked duplicate the information from CAFs. It is not permitted to ask questions on such matters as siblings at the school, dates of birth, gender, etc. because these are normally asked on the CAF. Schools should only use SIFs where there is a need to obtain information not available from the CAF, e.g. on church attendance, eligibility for pupil premium, previous siblings, etc. where this is not available from the CAF.

#### **H) Co-ordination of in-year admissions**

Some LAs in the Diocese provide for in-year co-ordination of applications, but the Code does not require this – it is up to individual LAs to decide whether or not to offer this service. *(If your school is in the in-year admissions scheme, we would recommend continuing to be part of it.)* However, schools which are their own admission authority do not have to participate unless they wish to do so, but they must provide the LA with details of the application and its outcome so that the LA can keep up-to-date figures on the availability of places. Where a school decides not to take part in an LA's in-year co-ordination scheme, it must provide its own application form. Paragraphs 2.23-2.31 of the Code give details applicable to in-year admissions and schools should be aware of the requirements.

## **MODEL ADMISSION ARRANGEMENTS (Primary, Infant or First School) 2023/24**

A paragraph setting out the school's ethos. E.g. "XYZ School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school." or "XYZ School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community."

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

### **Admission arrangements to the Reception Year in September 2023**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2018 and 31 August 2019 may apply for them to be admitted to the Reception Year in September 2023. There are \_\_\_ places (the published admission number or PAN) available.

Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2023/24), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2024 and 31 August 2024 (summer born children) who do not reach compulsory school age until September 2023, parents who do not wish them to start school in school year 2023/24 but to be admitted to the Reception Year in September 2024 should proceed as follows: They should apply at the usual time for a place in September 2023 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2024. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and, if it is agreed, this should be clear before the national offer day (17

April 2023), and their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2024) for a Reception place in September 2024. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2023 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2024 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2023/24 Reception Year group. NB agreement by the school in 2023 to defer does not guarantee a place in September 2024 – the normal over-subscription criteria apply.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

**Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2023 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2023. Applications received after this date will normally only be considered after all those received on or before the cut-off date Offers and refusals of places will be sent by the home LA on 17 April 2023.**

#### **Over-subscription criteria**

Children with an Education, Health and Care (EHC) plan naming XYZ School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
- 2 Families who have exceptional medical or social needs that make it essential that their child attends XYZ School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
- 3 Children with a normal home address (See Note 4) in [catchment area description] and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address in [catchment area description]
- 5 Children with a normal home address outside the [catchment area description] and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

## 6 Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have ... places. Applications must be made directly to the school on a form available from the school. [There may be voluntary co-ordination arrangements in place in ABC LA in which case the school must decide whether it wishes to participate in these.].

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break. [Where appropriate: **Please note that the school does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.**]

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel and crown servants are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its

own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of \_\_\_ for Reception 2023/24 or the number of places \_\_\_ in other year groups.

### **Fair Access**

The school participates in ABC LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

### **Admissions in September 2022 (This information will need to be added once known)**

The school received \_\_\_ applications expressing a preference for admission to the Reception Year in 2022 by the closing date in January 2022. These were ranked as follows:

Children with statements or EHC plans naming the school

Criterion 1

Criterion 2

Criterion 3

Criterion 4

Criterion 5

Criterion 6

\_\_\_ places were offered, with the cut-off coming under criterion \_\_\_ at a distance of \_\_\_ miles

If your admission arrangements have changed since the 2022 policy you must make this clear.

### **Further information**

Further information can be obtained from the Admissions Secretary at the school [contact details – phone and email]

### **Notes**

Note 1 “Parent” is defined in law (The Education Act 1996) as either:

- a) any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 3 When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring XYZ School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4 By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit

book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6 The straight line distance used to determine proximity of the home to the school will be measured by ABC LA's Geographical Information System: **Following an OSA ruling you now need to copy this here, please check with your LA.**

[append catchment area map]



## **MODEL ADMISSION ARRANGEMENTS (Junior) 2023/24**

A paragraph setting out the school's ethos. E.g. "XYZ School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school." or "XYZ School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community."

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on equal opportunities.

### **Admission arrangements to Year 3 in September 2023**

**Parents (see Note 1) wishing to apply for a Year 3 place in September 2023 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2023. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 17 April 2023.**

There are \_\_\_ places available (the published admission number or PAN) in Year 3 in September 2023.

### **Over-subscription criteria**

Children with an Education, Health and Care Plan naming XYZ School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
- 2 Families who have exceptional medical or social needs that make it essential that their child attends XYZ School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
- 3 Children with a normal home address (see Note 4) in [catchment area description] and with a sibling (see Note 5) on the roll of the school at the time of

application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

4 Children with a normal home address in [catchment area description]

5 Children with a normal home address outside the [catchment area description] and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

6 Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1-6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have \_\_\_ places. Applications must be made directly to the school on a form available from the school [There may be voluntary co-ordination arrangements in place in ABC LA, in which case the school will need to decide whether to participate in these.].

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Year 3 will only be considered by the Governing Body up to half a term [using three term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel and crown servants are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of \_\_\_ for Year 3 in 2023/24 or the number of places ( ) in other year groups.

### **Fair Access**

The school participates in ABC LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

### **Admissions in September 2022 (This information will need to be added once known)**

The school received \_\_\_ applications expressing a preference for admission to Year 3 in 2022 by the closing date in January 2022. These were ranked as follows:

Children with statements naming the school

Criterion 1

Criterion 2

Criterion 3

Criterion 4

Criterion 5

Criterion 6

\_\_\_ places were offered, with the cut-off coming under criterion \_\_\_ at a distance of \_\_\_ miles.

**If your admission arrangements have changed since the 2022 policy you must make this clear.**

### **Further information**

Further information can be obtained from the Admissions Secretary at the school [contact details – phone and email]

### **Notes**

**Note 1** “Parent” is defined in law (The Education Act 1996) as either:

- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2** By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 3 When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring XYZ School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4 By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit

book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the school must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6 The straight line distance used to determine proximity of the home to the school will be measured by ABC LA's Geographical Information System: **Following a recent OSA ruling you now need to copy this here, please check with your LA.**

[append map of catchment area]

## **MODEL ADMISSION ARRANGEMENTS (Secondary) 2023/24**

A paragraph setting out the school's ethos. E.g. "XYZ School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school." or "XYZ School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community."

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on equal opportunities.

### **Admission arrangements to Year 7 in September 2023**

**Parents (see Note 1) wishing to apply for a Year 7 place in September 2023 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 31 October 2022. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 1 March 2023**

There are \_\_\_ places (the published admission number or PAN) available in Year 7 for September 2023.

### **Over-subscription criteria**

Children with an Education, Health and Care Plan naming XYZ School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
- 2 Families who have exceptional medical or social needs that make it essential that their child attends XYZ School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)

3 Children with a normal home address (see Note 4) in [catchment area description] and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

4 Children with a normal home address in [catchment area description]

5 Children with a normal home address) outside the [catchment area description] and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

6 Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1-6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. Year groups 8-11 at the school have \_\_\_ places. Applications must be made directly to the school on a form available from the school [There may be voluntary co-ordination arrangements in place in ABC LA in which case school will need to decide whether to participate in these].

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Year 7 will only be considered by the Governing Body up to half a term [using three term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel and crown servants are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had

moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of \_\_ for Year 7 in 2023/24 or the number of places ( ) in other year groups.

### **Fair Access**

The school participates in ABC LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

## **Admissions in September 2022** (This information will need to be added once known)

The school received \_\_\_ applications expressing a preference for admission to Year 7 in 2022 by the closing date in October 2021. These were ranked as follows:

Children with statements naming the school

Criterion 1

Criterion 2

Criterion 3

Criterion 4

Criterion 5

Criterion 6

\_\_\_ places were offered, with the cut-off coming under criterion \_\_\_ at a distance of \_\_\_ miles.

If your admission arrangements have changed since the 2022 policy you must make this clear

### **Further information**

Further information can be obtained from the Admissions Secretary at the school [contact details – phone and email]

### **Notes**

Note 1 “Parent” is defined in law (The Education Act 1996) as either:

- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the

care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Note 3** When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring XYZ School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the school must be informed.

If parents are moving, we will ask for evidence of the move, **when** considering any application for a place.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6 The straight line distance used to determine proximity of the home to the school will be measured by ABC LA's Geographical Information System: **Following a recent OSA ruling you now need to copy this here, please check with your LA.**

[append catchment area map]

## ADMISSIONS REMINDERS

Admission authorities must consult at least once every 7 years (1.45 School Admissions Code). If material changes are proposed, other than PAN (published admission number) admissions authorities **must** consult (1.45). Increases to PAN only require VA schools and academies to notify LA and publish information on school website (1.3, 1.50). Decreases in PAN **do** require full consultation (1.3). Minor changes to definitions, dates, etc do not trigger the need to consult.

IF IN DOUBT, BEST TO CONSULT!

### CONSULTATION STEPS FOR 2021/22

**(Admissions Policies 2023/24)** (Consult with Diocese before anyone else!)

<b>Jul-Sep 2021</b>	Consider any changes needed to the 2022 policy as amended to include those required by the new Admissions Code 2021
<b>No later than mid-Sep 2021</b>	Consult with Diocese and take into account any advice received, particularly on faith-based criteria (1.38)
<b>Between: 1 Oct 21 – 31 Jan 22</b>	<p>Consult more widely for a minimum of <u>6</u> weeks between 1 October 2021 and 31 January 2022 (1.4). <u>It is best to start before the Autumn Term half term holiday</u></p> <ul style="list-style-type: none"> <li>• Parents of children between 2 and 18</li> <li>• All other admission authorities in “relevant area” – normally the whole of the LA<sup>1</sup> (primary schools need not consult secondary schools)</li> <li>• LA</li> <li>• Other persons in “relevant area” who might have an interest, e.g. nurseries, play groups, local councils, etc</li> <li>• Adjoining neighbouring LAs where admission authority is the LA</li> <li>• <b>Must</b> publish draft admission arrangements on school website with details of how and to whom to comment, preferably drawing attention to major changes</li> <li>• Suggest send copies to LA for possible publication on LA website</li> <li>• Suggest send email to all other admissions authorities in “relevant area”</li> <li>• Suggest provide copies to nurseries, play groups, etc</li> <li>• <b>Must</b> send copies on request to anyone listed in 1.47 (1.48)</li> <li>• <b>Keep records/evidence (paper trails) of all those consulted as the OSA will require this information if your policy is referred</b></li> </ul>
<b>28 Feb 22</b>	<p><b>DETERMINATION</b></p> <p><b>For schools in multi academy trusts the responsibility for determination must be undertaken by the Trustees, it cannot be deferred to individual schools.</b></p> <p><b>All admission authorities must determine their policies by 28 Feb 2022 even if no changes and no consultation needed</b></p> <ul style="list-style-type: none"> <li>• <b>Must</b> notify all those consulted or who would have been consulted had consultation been necessary <u>plus GBs of community and VC schools in “relevant area”</u> (1.50)</li> <li>• <b>Must send copy to Diocese</b> (1.50)</li> <li>• <b>Must</b> publish copy of determined arrangements on school website (1.50). Suggest also give details of how to refer objections to Schools Adjudicator (by 15 May 2022)</li> <li>• <b>Must</b> send copy to LA as soon as possible before 15 Mar 2022 (1.50)</li> <li>• Clearly mark the policy as your ‘Determined Policy 2023’</li> <li>• IF YOU HAVE BEEN OUT TO FULL CONSULTATION CLEARLY MARK ON THE DOCUMENT THE DATE OF THE CONSULTATION AND CARRY THIS FORWARD ANNUALLY.</li> </ul>

<sup>1</sup> Several schools within the diocese join together to put an advertisement in a local newspaper alerting any interested parties that their admissions policies are out for consultation and can be viewed on the admission authorities websites, LA website and that copies are also available from the individual school.

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# MODEL IN YEAR APPLICATION FORM

## 1 CHILD'S DETAILS

First name .....

Middle name(s) .....

Legal surname .....

Sex Male/Female

Date of birth \_\_\_/\_\_\_/\_\_\_\_\_

Normal home address (the address and postcode at which the child normally lives). Please enclose address evidence.

.....  
.....

Postcode .....

If moving home, please provide the new home address (the address at which the child **will** be living). Please enclose address evidence.

.....  
.....  
.....

Postcode .....

Name and address of current or most recent school

.....  
.....  
.....

Postcode ..... Telephone number .....

## 2 YOUR DETAILS

Name of parent/carer living at home address above

Title ..... First name ..... Surname .....

Relationship to child .....

Email address .....

Daytime telephone number .....

Mobile telephone number .....

**3 FURTHER INFORMATION**

Date admission required \_\_\_/\_\_\_/\_\_\_\_\_

Does the child have any brothers or sisters attending the school? Yes/No

If 'Yes', please give name of the youngest sibling attending the school

.....

Does the child have an EHC (Education & Health Care Plan) Yes/No

If 'Yes', which Local Authority maintains this Plan? .....

Is the child 'looked after' by a Local Authority or was s/he previously 'looked after'? Yes/No

If 'Yes', please provide details.

[Any other questions needed to apply the school's oversubscription rules – eg disability, medical/social needs, previous sibling attendance, etc.]

**4 DECLARATION**

I certify that I have parental responsibility for the child named in Section 1 above and that this application has the agreement of any other parent/carer with parental responsibility for the child.

I have read the school's admission policy.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand that if I give any false or deliberately misleading information on this form and/or any supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a place at the school for my child.

I authorise the school to contact my child's previous school.

Signature of parent/carer .....

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Supplementary Information Form attached yes/no (delete as appropriate)**