



Admission and Appeal Guidance for own Admission Authority & VA and foundation schools and academies

ADMISSION GUIDANCE (School)

Voluntary Aided Schools and Academies are their own Admission Authorities which means that they set, consult on and determine their individual arrangements each year (although still complying with the legal requirements of the School Admissions Code 2014.. Admission Authorities' **must set** an admission number for each "relevant age group" i.e. the year in which pupils are normally admitted to the school – Reception or Year 7.

These arrangements **must** include an over-subscription criteria, which will vary from school to school and which will not be the same as those of Local Authority Community and Voluntary Controlled schools.

Admission arrangements must be fair, clear and objective and easy for parents to understand. All Admission Authorities must consult for at least 8 weeks between November 1st and March 1st if there are any changes to the admission arrangements. When there are no changes it is only necessary to consult once.

OVERSUBSCRIPTION CRITERIA

The criteria must be reasonable, clear, and objective procedurally fair and comply with all relevant legislation, including equalities legislation. Admission arrangements **must** include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.

Highest priority **must** be given to **looked after children** and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or become subject to a child arrangements order or special guardianship orders) immediately following having been looked after. 'Child arrangements orders' replace 'residence orders'.

If '**sibling criteria**' is used Admission Authorities **must** state clearly what they mean by 'sibling' (e.g. whether this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of School).

Distance from school – **must** clearly set out how distance from home to school will be measured making clear how the home address will be determined and the point in the school from which all distances are measured. This should have provision for cases where parents have shared responsibility for a child following the breakdown of their relationship and child lives for part of the week with each parent. Council measured distance by using mapping software.

Parents should contact the school directly or check their website to find out how priority is decided once the number of applications exceeds the Published Admission Number so that they can assess their child's chances of being offered a place at that school.



Although many parents are allocated the school of their preference, some are not and if this is the case, you have the right of appeal to an Independent Appeal Panel. However, we would always recommend that parents visit the school that they are offered, even if it is not one of their preferences, as sometimes parents are agreeably surprised and go on to accept the offer of the place.

Allocating Places

Admission Authorities must allocate places on the basis of their determined admission arrangement only, and a decision to offer or refuse admission must not be made by one individual in an Admission Authority. Where the school is its own Admission Authority the whole governing body, or an admissions committee established by the governing body, must make such decisions.