



ANSTON BROOK AND WOODSETTS FEDERATION

ADMISSIONS POLICY

TO BE UPDATED: AUTUMN TERM 2016

Admissions Policy

Where the local authority is the admission authority, the governing body must implement the local authorities decisions on individual applications, and act in accordance with the local authorities admission arrangements, although the governing body does have rights of appeal in relation to the admission of a pupil that's has been excluded from two or more schools.

School admission arrangements should work for the benefits of all parents and children in an area. The arrangements should be as simple as possible for parents to use, and help them to take the best decisions about the preferred school for their children.

In drawing up admission arrangements, admission authorities should aim to ensure that:

- the arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible
- admission criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care
- local admission arrangements contribute to improving standards for all pupils
- local admission authorities consult each other and co-ordinate their arrangements, including over the rapid re-integration wherever sensible of children who have been excluded from other schools
- parents have easy access to helpful admissions information
- local admission arrangements achieve full compliance with all relevant legislation and guidance – including on infant class sizes and on equal opportunities – and take full account of the guidance in the School Admissions Code of Practice

Roles and Actions

Admission authorities have a number of specific roles and actions that they must carry out including:

- **Consultation** – admission authorities within an area must consult with each other on all aspects of their proposed admissions arrangements before determining the arrangements they intend to use. There are detailed requirements on this procedure which are detailed in the Code of Practice and in the Guide to the Law for School Governors (see below).
- **Notification and Publication** – an admission authority must send written notification within 14 days of determining its admission arrangements to all those with whom it was required to consult. They also have a duty to publish details of their admission arrangements and to provide their local authority with the information they need to publish the local authority composite admissions prospectus. Published admission arrangements must include the oversubscription criteria that will be used to allocate places.
- **Appeals** – admission authorities are required to establish appeals panels to which parents can appeal against refusal of admission to a school.
- **Infant Class Sizes** – Infant classes of 5, 6 and 7 year olds may not contain more than 30 pupils with a single qualified teacher.

Guidance

The main guidance documents relevant to Admissions are:

- School Admissions Code of Practice and School Admission Appeals Code of Practice.
- Guide to the Law for School Governors Chapter 10.

In addition, the TeacherNet website contains a comprehensive summary of Admissions.

Good Practice

The DfES website hosts a discussion board for Admissions and Exclusions Appeals Panel members.

The Law

A number of statutes apply.

Policy Reviewed on: December 2015

Policy updated on: December 2015

Policy agreed by: The Governing Body - Simon Tweed Chair of Governors
(Please sign)

December 2015

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