Dear Headteacher, Chair of Governors, Foundation Governors and Clerks,

The information below is guidance for all Governing Bodies of Voluntary Aided schools to assist in the preparation of their Admissions Policies for 2019. There is some new information which we would like Governing Bodies to have regard to which can be found on the ‘model’ policy. Some of this is after the result of an Adjudication this year. A timeline for actions has been previously sent out to Clerks, however we will be happy to send again if needed.

Please note that the model policy and letter do not apply to any academies in the Portsmouth and Winchester Diocesan Academies Trust (P&WDAT) and that a separate Trust policy with accompanying guidance will follow from the Academies Officer.

Would you also please ensure that the word ‘determined’ is used in the minutes when the GB agrees the policy. This is something that has come up often at Adjudications and can cause problems.

If you have any queries on admissions or any other subject please do contact me at:

[sharon.brueton@portsmouth.anglican.org](mailto:sharon.brueton@portsmouth.anglican.org)

### Summary of Governing Body (GB) Responsibilities

Please remember to consult with your diocesan education team before any public consultation including the Local Authority (LA), please see paragraph 1.38 of the Admission Code.

**Consultation and Determination**

1. Admission Authorities (AA) MUST determine admission arrangements annually by the 28 February in the determination year. This is a decision made at a quorate, full governing body meeting.
2. Where changes are proposed the AA MUST first publicly consult for a minimum of 6 weeks between 1 October and 31 January of the school year before the arrangements are to apply.
3. Where no changes are proposed the AA MUST consult once every 7 years.
4. When a school consults it MUST consult on all the admission arrangements including any supplementary information forms (SIF).
5. Public consultation mentions parents, other schools, religious authorities and the local community. See paragraph 1.44 for a full list and see paragraph 1.45 on how to publicise the consultation.
6. Once determined by the GB the arrangements MUST be published. Please see paragraph 1.46 and 1.47 on what and how to do this.
7. After determination, admission arrangements can be objected to and referred to the Schools Adjudicator. Objections MUST be made by 15 May in the determination year.

**Applications**

1. For the normal admissions round - parents apply to the LA. Parents are able to express a preference for at least three schools. The normal date for applications for Primary is in January and for Secondary in October.
2. If a school is undersubscribed, any parent that applies MUST be offered a place.
3. When oversubscribed the AA MUST rank applications in order against the published over subscription criteria and send the list back to the LA.
4. Parents are then offered a place at the highest preference school at which a place is available.
5. The offer date: (in the year in which the child will be admitted) for Primary is on 16 April or the next working day.
6. Parents and in some circumstances, children, have the right to appeal against the AA's decision to refuse admission. The AA MUST set out the reasons for the decision to refuse an offer of a place, that there is a right of appeal and the process for hearing such appeals.
7. The AA MUST establish an independent appeals panel to hear the appeal. This is usually done by the LA. A Schedule of dates for Appeal Hearings should be on the school website.

**To consider**

1. Please consult the diocesan education team if you are considering changing your PAN.
2. Pupil Premium and Service Premium – AA’s can give priority to children eligible for early years pupil premium and those eligible for service premium. Please consult the diocesan education team if you considering adding these to your oversubscription criteria.
3. Year R places – remember full time places MUST be offered to children in the September following their fourth birthday. Only parents have the right to defer entry or for their child to attend ‘part time’. Please see paragraph 2.16.
4. Admission of children outside their normal age group. Please see paragraph 2.17, 2.17A and 2.17B for detailed information.

**In Year Admissions**

1. Whilst LA’s do not have to coordinate In Year Admissions some do, however all AA’s MUST notify the LA of any in year applications and the outcome. Please see paragraph 2.22. AA’s MUST be consulted before the LA offers a place especially if this will increase the PAN.

### Template Admissions Policy for schools

A revised policy template can be found on the [Diocesan website](https://www.portsmouth.anglican.org/education/admissions/) along with a copy of the Supplementary Information Form which can be found at the end of the Admission Policy Template.

If you would like any further help or support with your Admission Policy for September 2019, then please do not hesitate to contact me.

Yours faithfully

**Sharon Brueton**

**Governance Coordinator**

Dioceses of Portsmouth & Winchester,

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