



JOINT BOARD OF EDUCATION

Admission Policy Guidance Notes for Governing Boards for 2025-2026

Governing Boards are responsible for the admissions policy for Voluntary Aided (VA) Church of England Schools and Single Academy Trusts.

If your school is part of a Multi Academy Trust (MAT), the then Admissions policy is the responsibility of the trust board.

Voluntary Controlled schools have their admission policy written and determined by the Local Authority.

The following applies to Single Academy Trusts and Voluntary Aided Schools only.

It is the responsibility of admission authorities to ensure that admissions arrangements are compliant with the Admissions Code 2021. All schools must have admission arrangements that clearly set out how children will be admitted including the criteria that will be applied if there are more applications than places at a school.

Admissions authorities must set (determine) admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. (These are changes to the oversubscription criteria, not changes to dates which are set nationally.)

If no changes are made to admission arrangements they must be consulted on at least once every 7 years,

Admissions policies for 2025-2026 need to be on the agenda for governing board meetings in the early autumn term. If changes are being made to a policy, then it is important that the Chair of Governors contacts the diocese and discusses with the Diocesan Deputy Director of Education and proposed changes before consulting publicly.

Any changes must go out to consultation. Consultations must last a minimum of 6 weeks and must have ended by the **31st January 2024**.

A range of people and organisations must be consulted as part of the process. The Diocesan Deputy Director of Education can support you with this.

Once a consultation has taken place, governors must meet to discuss any feedback from the consultation which needs to be considered.

Following this discussion, and any subsequent changes as a result of the consultation, the admissions policy must be determined by the governing board by the **28th February 2024**. This determination must be documented.

The policy must be available on the school website from the **15th March 2024**. A copy of the policy must also be sent to the Local Authority admissions team so that it can be made available on the Local Authority website by the **15th March 2024** in order to comply with legislation.

Hampshire – admissions.team@hants.gov.uk

Portsmouth – admissions@portsmouthcc.gov.uk

Bournemouth and Poole - School.admissions@bcpcouncil.gov.uk

Southampton - Clodagh.Freeston@southampton.gov.uk

Isle of Wight – school.admissions@iow.gov.uk

Admissions Policies must adhere to the Admissions Code 2021 and comply with all relevant legislation.

The dioceses have provided a model admissions policy for VA Schools and Single Academy Trusts that can be used and adapted as necessary. Below are guidance notes for completing the model document –

- a) **XXXXX** Church of England Primary / Infant School.
Where this has been stated in the policy, the full name of the school must be inserted. Please add the name of your school and delete primary / Infant as applicable.
- b) The PAN for your school must be inserted
- c) If you decide to include the faith criteria in the policy, then you must make available a Supplementary Information Form. (SIF) a model SIF has also been made available for you to adapt to your school. Please input your school details where highlighted. Please note that it has been highlighted to us that a 'letter from the vicar' is not a fair and acceptable way of confirming church attendance as this can be subjective. They have recommended that all schools have a SIF which means that everyone provides the same level of information.

Some school schools choose to have a faith criterion for in-catchment and then again for out of catchment. This is a decision for the governing board as long as you can reasonably and fairly justify your decision.

A Model SIF has been provided and can be used. The appropriate wording and signatures spaces have been provided. **Please note – the SIF was updated last year so**

please use the 2022 version of the form that has been sent to schools and clerks. Together with other important documentation, this is also available on the diocesan websites:

<https://www.winchester.anglican.org/about-us/education-schools/governors-senior-leaders/admissions/>

<https://www.portsmouth.anglican.org/education/admissions/>

d) Oversubscription criteria –

- Criteria 1 cannot be changed, neither can the statement about EHCP children.
- The first extra criterion in italics can be inserted if you as a governing board choose to have a faith criterion in your policy. If you choose not to have the faith criterion, then please remove this. The faith criterion can be added at any point after point 2 in the oversubscription criteria.
- The second extra criterion in italics can be inserted if you as a governing board choose to have a criterion relating to staff. If you choose not to include this, then please remove this. This criterion can be added at any point after point 2 in the oversubscription criteria.
- You may have other criteria which are school specific which you want to include. These can be included at any point after point 2.

For help and support with your Admissions Policy, please contact the Diocesan Deputy Director of Education, Rob Sanders:

robert.sanders@portsmouth.anglican.org 07393 765277