Explanatory Note

This document is a draft template Admission Policy prepared at the request of the Board of Education with a view to secondary schools adopting the Policy (subject to modifications to make it fit for their own purposes) for admissions for September 2023.

Drafting Note

The School (or Academy) **must** ensure that this draft policy, where adopted, is tailored to the School’s individual requirements.

Once tailored to meet the School’s individual requirement, the Policy will need to be proof read to ensure it is consistent and clear.

For example, the template policy refers to the Catchment Area map and states that the Map is annexed to the Policy. If a School includes this wording, it **must** ensure that the Map is annexed to the Policy.

Also in the tie breaker wording, you will need to insert the name of your home Local Authority (or substitute the wording altogether if the distance calculation method is not the Local Authority method).

The draft policy is highlighted where you will need to make amendments.

Model Policy [Secondary School]

1. **Introduction**
2. The [governing body][academy trust] of [*Name of School / Academy*] (“the School” /”the Academy”)**[[1]](#footnote-1)** is the admission authority and responsible for the admission arrangements of the School. This document sets out the admission arrangements of the School for the academic year 2023/2024.
3. The published admission number (PAN) for entry into the School is [ ]. The School will admit up to the PAN in the normal year of entry which is Year 7. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.
4. Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly.
5. When applying to start school in Year 7 in in September 2023 you must apply to your home Local Authority (“LA”). All applications for admission must be received by your home LA by the closing date of 31 October 2022. The home LA will make a single offer of a place on 1March 2023 (or next working day).
6. **Religious Character of the School**
7. The School is designated with a religious character. The School’s religious authority is the Diocese of Salisbury. The School must have regard to any guidance from its religious authority when constructing the faith based terms of its admission arrangements.
8. Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The School aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.
9. **Oversubscription Criteria**

**[Drafting Note : The oversubscription criteria is not exhaustive. These are example criteria. Please refer to the School Admissions Code for other permissible criteria]**

Where the School is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.

1. Looked After Children or Previously Looked After Children – A child who is in the care of an LA, or was in the care of an LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. This includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Vulnerable Children

A child is eligible in this category where the child has an identified social or medical need.

1. Children living in the Catchment Area with a sibling at the School

A child living inside the Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.

1. Children living in the Catchment Area
2. Children attending a designated feeder school[[2]](#footnote-2)

A child attending [ ] which [is] [are] the designated feeder school[s]. The schools are designated feeder school on account of [*reasons*]

1. Children living outside the Catchment Area with a sibling at the School

A child living outside the Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.

1. Children living outside the Catchment Area who meet the faith criterion

A child living outside the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.

1. All other children

**Tie Breaker**

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the School. The School will adopt the measurement system of [insert relevant] Local Authority to determine the distance from the School to the Home address**. [If, however, the school uses a different measurement system then this must be stated with details of the system included.]**  Where two or more applicants live an equal distance from the School and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the School.

**Oversubscription Criteria : Explanatory Notes**

**Catchment Area** means the geographical area from which children will be afforded priority for admission to the School. A map indicating the Catchment Area [which [is][includes] the Ecclesiastical Parish] is annexed to this Admission Policy and available to view on the School website. A hard copy is available at the School office.

**Vulnerable Children**

1. Medical need means where written evidence has been provided from a senior clinical medical officer or the child’s general practitioner / specialist showing that the child’s condition would make it detrimental to the child’s health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school. Evidence to be relied upon must be submitted with the Supplementary Information Form and sent to the School on or before 31st October 2022.
2. Social Need means where the child is of confirmed refugee status. Written evidence of this status from the home LA must be submitted with the Supplementary Information Form and sent to the School on or before 31st October 2022.

**Sibling** means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer’s partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

**Faith Criterion Requirements**

1. **Regular practising Christian** means a child who attends a **Recognised Church or Religious Group** **regularly** prior to application.
2. **Regularly** means [define: weekly, monthly etc. and for how long; e.g. 6 months / 12 months etc. prior to application.][[3]](#footnote-3)
3. **Recognised Church or Religious Group** means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:

Churches Together in Britain and Ireland (see ctbi.org.uk); the Evangelical Alliance (see eauk.org); the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity fellowship of Churches (see www.affinity.org.uk).

**Home address** means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child’s residency at the property.

1. **Supplementary Information Form (SIF)**
2. Where seeking priority under the vulnerable children (3b) or faith criterion (3f) parents must fully complete the relevant part of the SIF and provide the required supporting evidence. Where relying on the faith criterion (3f) the SIF must be signed off by the relevant Church representative. Where relying on the vulnerable children criterion (3b) you must supply evidence to support the application.
3. The SIF must be returned to the School office on or before 31st October 2022. The SIF is on the School website or a paper copy may be requested from the School office.
4. **Appeals**
5. Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
6. The admission appeal timetable is published on the School’s website by 28th February each year.
7. **Important Information**
8. Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions process. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day.

Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

1. Multiple Birth Applications

Where there are multiple birth applications the PAN will be exceeded or increased provided it is practicable at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

1. Waiting Lists

If the School is oversubscribed for September 2023 entry a waiting list will be maintained [until 31st December 2023] [the entire academic year][[4]](#footnote-4). The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 5 remains. You may request your child’s name be removed from the waiting list at any time. If a place is offered but refused then the child’s name will be removed from the waiting list.

1. **Withdrawal of an Offer**

The School may withdraw an offer in certain circumstances, for example where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

1. **In Year Admissions**

**[New Drafting Note : The Code now requires the school to explain how in year admissions applications are handled. This can either be done by the school, or by the local authority. There are two versions of paragraph 8 set out below. Please choose the one that is relevant to your school]**

**Version 1 – where the school handles the in year applications.**

1. Applications for in year admission may be submitted at any time during the school year. The application form is on the School website or a paper copy may be requested from the School office.
2. Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal, as set out in Section 5, will arise.
3. The oversubscription criteria at section 3 will be only used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.

**Version 2 – where the local authority is handling in year applications**

1. Applications for in year admission may be submitted at any time during the school year.
2. The School is part of the LA’s in-year co-ordination scheme. Any person wishing to apply for a place at the School in-year will need to contact the LA for an application form [and a supplementary information form][[5]](#footnote-5). Further details in respect of in-year applications is available from the School office or from the School website.
3. The LA will liaise with the School on receipt of any in-year application so that it may be processed in accordance with the School’s admission arrangements.
4. **Further Information**
5. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the School you are advised to refer to your home LA’s website.
6. If you have any questions in relation to these admission arrangements please contact the School office [insert relevant contact details].
7. The School will handle all personal data in accordance with the requirements of the Data Protection Act 2018.

Sixth Form Admissions

1. **Introduction**
2. The School has a Sixth Form with a capacity of [ ] places in Year 12 and Year 13.
3. The PAN for Year 12 (which applies to external candidates only) is [ ] which is a minimum number. Where there are more external candidates than places available, priority for places will be conferred in accordance with the oversubscription criteria at C below.
4. All Year 11 students on roll at the School and who attain the entry requirements for study in the Sixth Form will if they accept the offer of a place be admitted to Year 12.
5. Applications by external students must be completed and returned to the School office by [**insert date**]. Applicants may be invited to attend the School to discuss options and the academic requirements for a particular course. Details of how to apply are available on the School website.
6. Admission to the Sixth Form does not guarantee study of a particular course. An offer of a place will be conditional on the applicant meeting the minimum entry requirements in section B.
7. Applicants must normally be 16 on or before 31 August 2023. Applications for students outside that age group will be considered according to the individual circumstances of the case; details should be supplied in writing to the Admissions Department at the School.
8. **Entry Requirements**

*The School will need to set out its entry requirements to the Sixth Form. In doing so, you need to make it clear that entry requirements are the same for both external applicants and those currently at the School in Year 11.*

1. **Oversubscription Criteria**

These criteria applies to external pupils only. Priority will be conferred in the order as follows:

1. Looked After Children or Previously Looked After Children which includes those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children who meet the faith criterion explained at page [ ] of this policy
3. All other children

**Tie Breaker**

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the School. The School will adopt the measurement system of [insert relevant] Local Authority to determine the distance from the School to the Home address. [If, however, the school uses a different measurement system then this **must** be stated with details of the system included.]  Where two or more applicants live an equal distance from the School and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the School.

1. **Supplementary Information Form (SIF)**
2. Where seeking priority under the faith criterion (C(ii)) the applicant must fully complete the relevant part of the SIF and provide the required supporting evidence; the SIF must be signed off by the relevant Church representative.
3. The SIF must be returned to the School office on or before [***please insert date***]***.*** The SIF is on the School website or a paper copy may be requested from the School office.
4. **Appeals for Sixth Form admissions**
5. Where an applicant is unsuccessful a statutory right of appeal lies to an independent admission appeals panel.
6. Both the parent and the pupil have a separate right of appeal. Where both the parent and applicant lodge an appeal, the panel will endeavour to hear the appeals at the same time.
7. **Further Information**

If you have any questions in relation to these admission arrangements please contact the School office [insert relevant contact details].

1. **Footnote : Please delete from your final policy**

   Drafting Note Please note this draft Policy adopts the word ‘School’ throughout. If you wish to define the entity as “the Academy” you must for consistency and clarity of drafting ensure that all reference to the word “School” is replaced by the word “Academy” in this document – please delete this drafting note in your final policy. [↑](#footnote-ref-1)
2. **Footnote – please delete from your final Policy**

   This oversubscription criterion may be used by middle schools. Such schools should bear in mind the wording of the School Admissions Code “*Admission authorities may wish to name a primary or middle school as feeder school. The selection of a feeder school or schools as an oversubscription criterion must be transparent and made on reasonable grounds.*” . You may set out the reasons here, or under the ‘Oversubscription Criteria : Explanatory Notes section on the following page.

   Please also refer to the separate Explanatory Note Document [↑](#footnote-ref-2)
3. In the event that during the period specified for attendance at worship the Recognised Church or Religious Group has been closed for public worship the requirements in relation to attendance will only apply to the period when the Recognised Church or Religious Group has been available for public worship. Where the Recognised Church or Religious Group has made available alternative premises for public worship the requirements in relations to attendance shall apply to that period as well. [↑](#footnote-ref-3)
4. **Footnote – Please delete from your final Policy**  The minimum period is to 31st December 2023, but schools may choose to keep the waiting list open for longer. [↑](#footnote-ref-4)
5. [**drafting note – please delete from final policy : if you use a supplementary information form you would keep the wording in the square brackets. Otherwise remove]** [↑](#footnote-ref-5)