



Diocese of Salisbury
Academy Trust

ADMISSIONS POLICIES AND PROCEDURES

Diocese of Salisbury Academy Trust

Introduction

The Trust is the admissions authority for all the Academies within the Trust. There is a requirement for the Trust to have in place a clear procedure for how it manages all admissions processes to comply with the relevant legislations and codes of practice.

As publicly-funded schools, academies 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 available places.

The Trust must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

The policy is written to comply with:

- Schools Admissions Code (February 2012)
- Schools Admissions Appeals Code (February 2012)

Statutory and Funding Agreement Requirements

- All DSAT Academies are required to provide education for pupils of different abilities (i.e. they may not select pupils by ability)
- All DSAT Academies are required to provide education for pupils wholly or mainly drawn from the area in which the academy is situated and are not allowed to charge for admission.
- DSAT Academies are required to comply with the Admissions and Admission Appeals Codes as if they were maintained schools.
- DSAT Academies also required to participate in local authority co-ordination of admissions processes and the local authority's Fair Access Protocol.
- Academies are required to comply with any Direction from the Secretary of State to admit a pupil to the academy, or to amend their admission arrangements if they fail to comply with the Admissions Code

Delegation of Authority to Local Advisory Boards

The DSAT scheme of delegation places the following authority and obligations on the Local Advisory Board of each Academy:

- The LAB shall ensure that the Admissions policy for the Academy is consistent with the Admissions Policy of the Trust and that it is published on the Academy's website.
- Decisions on admissions shall be made by the LAB in line with the Admissions Policies and procedures mentioned above.

- Appeals shall be considered by the Trust taking into account, but not being bound by, any representations from the LAB.

Procedures

- 1.1. Each Academy will participate in the co-ordinated admissions process for normal admissions in the local authority in which it resides.
- 1.2. Where a ranking service is provided by the Local Authority the academy should take advantage of this and advise the Trust of any cost.
- 1.3. The Trust will review the admissions policy of each Academy to confirm its compliance with the relevant codes, and Trust processes.

Requirements for Notification and Publication

- 1.4. Each Academy must publish copies of their determined arrangements on their website for the whole offer year (the academic year in which offers for places are made) (Paragraph 1.47 of the Code).
- 1.5. Any proposed changes to the admissions arrangements at an individual Academy must be approved by the Trust Board. In addition the Diocese Board of Education will also need to be consulted for any of the Academies with Church of England religious designation ahead of any public consultation
- 1.6. As our own admissions authority we are not required to consult on Published Admission Number (PAN) where we are proposing either to increase or keep the same PAN (1.3).
- 1.7. Where a PAN is approved that is higher than in previous years, the Trust Board must notify the local authority that they have done so, and require the Academy to publish this change clearly on their website
- 1.8. If the school is not oversubscribed, all applicants must be offered a place (with the exception of designated grammar schools - see paragraph 2.8 of the Code).
- 1.9. Each Academy will clear set out in its policy the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. These criteria must be fully compliant with the Admissions Code
- 1.10. Any changes to the oversubscription criteria must be approved by the Trust Board.
- 1.11. All admission arrangement must be published by 15 April in the year previous to that in which they are to apply, even if they have not changed from previous years and a consultation has not been required.
- 1.12. Therefore any proposed changes by an LAB must be advised to the Trust in writing by the 28th February in that year in order for it to be properly considered and approved.
- 1.13. Each individual academy is responsible for submitting a copy of their full, determined arrangements to the local authority as soon as possible before 1 May in that year.
- 1.14. When the LAB informs a parent of a decision to refuse their child a place an Academy it must include the reason why admission was refused; information about

the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. This contact is the Clerk to the Board of Directors of DSAT.

- 1.15. Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. DSAT cannot limit the grounds on which appeals can be made.

In Year Admissions

- 1.16. Academies are able to accept in-year admission applications directly from parents following changes introduced in chapter 2 of the School Admissions Code which came into force in September 2013.
- 1.17. Each Academy should publish that the Trust (as the Admissions authority) it is receiving and deciding in-year applications.
- 1.18. The arrangement for the co-ordination of In-Year admissions is as follows:
- 1.18.1. Admissions should be received in the first place by the specific academy to which it relates
 - 1.18.2. Where the Academy wishes to make a new admission this recommendation should be passed to the Chair of the relevant LAB, copying in the Clerk to the Trust Board.
 - 1.18.3. It is for the LAB to confirm that any admissions decisions are in line with the published policy and codes of practice and they wish to accept them. Where there is uncertainty the Trust should be contacted to provide advice and guidance.
 - 1.18.4. Where you decline an admission the Academy must inform the parents of the Appeals procedure including contact details of the Clerk to the Board of Directors, and the timescale for any appeal.
 - 1.18.5. Any Appeal panels and process will be convened and managed by the Trust.
 - 1.18.6. Where you require additional support of resources to support an admitted student this should be contained and detailed within your recommendation – and the recommendation also copied to Finance Director at the Trust.

Each academy can continue to use the local authority to co-ordinate in-year admission if this suits local circumstances better.

Each academy must also:

- 1.19. allocate places on the basis of the published oversubscription criteria
- 1.20. inform local authorities of all applications and their outcome
- 1.21. inform parents of their right of appeal against the refusal of a place
- 1.22. comply with the code, paying particular attention to chapter 3
- 1.23. participate fully in locally agreed fair access protocols