

# Suggested template for mainstream academy and free school admission arrangements

This template can be used freely by any school to draft a set of admission arrangements, as set out below:

## [School name] admission arrangements for [year]

### Introductory statement

[Name of school] is a [short description of the type of school and what it wants to achieve]

### Admission number(s)

The academy/free school has an admission number of [number] for entry in year [the relevant age group, often reception, year 7 or year 12]

The academy/free school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the academy/free school to all those who have applied.

### Oversubscription criteria

When the academy/free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[[1]](#footnote-1)
2. W[[2]](#footnote-2)
3. X
4. Y
5. Other children

### Tie-break

[Depending on what is fair locally either use distance[[3]](#endnote-1) or independently verified random allocation[[4]](#endnote-2). Insert whichever is relevant in the place of this text. Random allocation is more often used in catchment area(s) because of the potential transport problems inherent in randomly allocating places to applicants living further away from the school].

### [Late applications[[5]](#footnote-3)

All applications received by the [‘LA’ if in co-ordination in the first year, ‘school’ if the school is not[[6]](#footnote-4)] after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school’s waiting list. ]

### Waiting lists

The academy/free school will operate a waiting list for each year group. Where in any year the academy/free school receives more applications for places than there are places available, a waiting list will operate until the end of [the first term after the beginning of the school year/the end of the academic year[[7]](#footnote-5)]. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [name/address of relevant contact] by [date[[8]](#footnote-6)] for information on how to appeal. Information on the timetable for the appeals process is on our website at [URL].

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1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). [↑](#footnote-ref-1)
2. Free schools and academies are encouraged to consider giving children eligible for the pupil and service premiums a level of priority in oversubscription criteria. [↑](#footnote-ref-2)
3. ### Distance criterion

   |  |
   | --- |
   | ‘If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child’s home to the front gates of the school in a straight line **[some LAs may measure from the GPS point for a home to the GPS point for the school – if an LA is measuring this for you, check which measure will be used]**  Random allocation undertaken by the local authority **[or another body unconnected with the Academy Trust]** will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child’s home and the academy/free school is equidistant in any two or more cases. ‘ |

   [↑](#endnote-ref-1)
4. ### Random Allocation

   |  |
   | --- |
   | ‘If in categories 2-5 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority **[or another body unconnected with the Academy Trust]** will be used as a tie-break to decide who will be admitted. |

   [↑](#endnote-ref-2)
5. This is optional. Whatever is adopted will need to fit with the process for handling late applications within the local co-ordinated scheme. Depending on what the scheme says, various options are open to the school: treating all applications equally which are received up to the offer date, treating applications received after the closing date (31 Oct for Secondary or 16 January for Primary) as late or specifying some date falling between the two dates. [↑](#footnote-ref-3)
6. For schools other than free schools the wording here will always be ‘LA’ [↑](#footnote-ref-4)
7. Either of these options are acceptable or any sensible date – such as the end of a term - in between [↑](#footnote-ref-5)
8. Parents must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal [↑](#footnote-ref-6)