

School Admissions Code 2010



department for
children, schools and families

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Foreword

Foreword by the Secretary of State

In the Children's Plan we set out our determination that this country becomes the best possible place for our children to grow up in. We fully understand and appreciate just how ambitious the targets we have set ourselves are but already know that the work we are undertaking is helping us achieve our goals. We are setting in place the schools and services to ensure that every child is equipped with the education and life skills they need to succeed in the 21st Century.



Choosing the right school for their child is one of the most important things a parent can do. A diverse school system should mean that parents have access to schools they want for their children, where their child can be happy, safe and reach their full potential in order to get the best start in life, and enjoy and remain engaged in education or training until at least the age of 18.

Our vision of fair access to 21st Century schools is for all schools to have fair and lawful admission arrangements and policies. To realise this goal we need to be responsive to the needs of parents, families and their communities, and ensure that local authorities and schools are accountable for achieving fair access.

Through the Education and Skills Act 2008 we have strengthened the statutory admissions framework to ensure that all schools adopt fair and lawful admissions practices. Local authorities have an important role to monitor compliance with the Code and are now required to report annually to the Schools Adjudicator on the fairness and legality of the admission arrangements for all schools in their area. As the independent enforcer of fair access to schools, the Schools Adjudicator now has a wider remit to consider any admission arrangements that come to his attention in addition to any complaints received through an objection. The Schools Adjudicator will report annually to the Secretary of State on how fair access is being achieved locally.

Schools fit for the 21st Century should be at the centre of the local community and a place that provides a range of services for all children. The changes we have made within this revised Code and related Regulations continue to put children and families at the heart of the admissions process to achieve fair access for all.

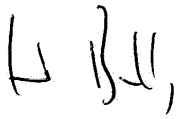
It is only right that parents and the wider community have a say in the admission arrangements of their local schools. This is why we have placed a new duty on all admission authorities to consult with parents and the local community on their proposed admission arrangements in order to ensure arrangements meet the needs of the local area. We have improved the application and allocation process, providing an easier system for all parents. From 2010, uniform arrangements will apply to parents when applying for a primary or secondary school place. They will only ever need to apply to the local authority in which they live and we have specified national closing dates for primary and secondary applications. We have improved the information given to parents on the admissions process, so they are fully engaged and informed, and improvements to Admission Forums will mean they are representative of parents and the local area, and consider the fairness of admission policies for that area.

In his review of the primary curriculum, Sir Jim Rose recommended that children should ideally start school in the September following their fourth birthday. I accepted that recommendation and want all parents to be able to choose this option if that is what best for their child. Parents can choose for their children to start school on a part time or full time basis, and can also choose a place at a

nursery or other early learning setting if they would prefer this. Arrangements to provide parents with this choice will be in place from September 2011.

It is my intention that the measures set out in this revised Code will ensure parents are listened to and their views shape school policies. They will also enable schools to have a balanced and representative intake that reflects the local community and enables them to be a community resource, raising standards in all schools, not just a few.

All admission authorities must comply with the mandatory requirements of this Code and admissions legislation.

A handwritten signature in black ink, appearing to read 'Ed Balls'.

Ed Balls
Secretary of State

Introduction

The Statutory Basis for the School Admissions Code

1. The School Admissions Code (the Code) comes into force on 10 February 2010, and, unless otherwise stated, applies with immediate effect. This Code applies to admissions to all maintained schools¹.
2. Where mandatory requirements are imposed by this Code (or by statutory provisions) it is stated that relevant bodies '**must**' comply with the particular requirement or provision. Where this Code prohibits practices or criteria it is stated that relevant body or bodies '**must not**' use the practices or criteria. Where the requirement is imposed by primary or secondary legislation this is indicated.
3. The Code also includes guidelines which the relevant bodies '**should**' follow. Academy Funding Agreements require Academies² to adopt practices and arrangements that are consistent or in accordance with this Code, the School Admission Appeals Code and admissions law as it applies to maintained schools. Any differences between the admissions requirements for Academies under the model Funding Agreement and maintained schools, particularly in relation to objections and appeals, are set out in this Code.
4. Admission authorities **must** ensure that their determined admission arrangements comply with the mandatory provisions of this Code. Academies funding agreements require their arrangements to be in accordance, or consistent with the Code. Admission authorities for maintained schools may amend their determined admission arrangements without reference to the Schools Adjudicator to ensure that they comply with the law, the mandatory provisions of this Code and to give effect to a fair access protocol³. Academies can similarly amend their arrangements, with the Secretary of State's agreement, to comply with the Code and admissions law.
5. This Code is made under section 84 of the SSFA 1998 as amended by section 40 of the EIA 2006. Section 84(2) provides that the Code may impose requirements and may include guidelines setting out aims, objectives and other matters in relation to the discharge of functions by the bodies listed in paragraph 9 below. Section 84(3) requires these bodies to act in accordance with the provisions of the Code. References to 'the Code' or 'this Code' include the foreword, this introduction, the chapters, appendices and glossary. This Code has been made following a consultation under section 85(2) of the SSFA 1998, as provided for by section 153(2) of the ESA 2008, and having been laid before each House for 40 days as provided by section 85(3) of the SSFA 1998. The Secretary of State has therefore issued it in the form of the draft under section 85(5) of the SSFA 1998. This Code and related information are available at www.dcsf.gov.uk/sacode
6. The Code imposes mandatory requirements and refers to statutory requirements (i.e. those imposed by primary or secondary legislation) with which those bodies listed in paragraph 9 below **must** comply. For Academies these requirements are applied through their funding agreements. References to the relevant statutory provisions are provided in the text and footnotes. Full citations of the Regulations referred to in the footnotes of this Code and details

¹ This includes grammar schools, Trust schools, boarding schools, and for entry into school sixth forms.

² Academies are all-ability, state-funded schools managed by independent sponsors, established under section 482 of the EA 1996. The funding agreement between an Academy company and the Secretary of State requires the Academy's admission policy and arrangements to be in accordance with, or consistent with admissions law and the School Admissions Code.

³ Regulation 21 of the Admission Arrangements Regulations.

of amending instruments can be found at www.dcsf.gov.uk/sacode, and references to Acts are abbreviated as follows:

- a) Education Act 1996 – EA 1996
 - b) School Standards and Framework Act 1998 – SSFA 1998
 - c) Education Act 2002 – EA 2002
 - d) Education Act 2005 – EA 2005
 - e) Education and Inspections Act 2006 – EIA 2006
 - f) Education and Skills Act 2008 – ESA 2008
7. This Code also reflects changes to the law made by the ESA 2008 and Regulations. In particular, the ESA 2008 inserts new sections 86A and 86B, and sections 88B-88Q into the SSFA 1998, and amends section 86 and 94 of the SSFA. Sections 89-90A of the SSFA are amended so that they apply only in Wales. The new Regulations are:
- a) The School Admissions (Admission Arrangements) (England) Regulations 2008⁴ ('the Admission Arrangements Regulations');
 - b) The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008⁵ ('the Co-ordination Regulations');
 - c) The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008⁶ ('the Local Authority Reports Regulations');
 - d) The Education (Admissions Appeals Arrangements) (England) (Amendment) Regulations 2008⁷ which amend the Education (Admissions Appeals Arrangements) (England) Regulations 2002 ('the Appeals Regulations'); and
 - e) The School Information (England) Regulations 2008⁸ ('the School Information Regulations').
8. This Code uses the following terms:
- a) 'Determination year' means the academic year (i.e. the period from 1 August to the following 31 July) immediately preceding the offer year. This is the academic year in which admission authorities determine their admission arrangements.
 - b) 'Admission arrangements' means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.
 - c) 'Oversubscription criteria' refers to the criteria used to decide on the allocation of places when a school has more applications than places available.
 - d) 'Offer year' means the academic year immediately preceding the academic year in which pupils are to be admitted to schools under the admission arrangements in question. This is the academic year in which offers of school places are communicated.

⁴ S.I.2008/3089.

⁵ S.I.2008/3090.

⁶ S.I.2008/3091

⁷ S.I.2008/3092.

⁸ S.I.2008/3093.

9. This Code applies to the following bodies:
- a) **Admission authorities:** local authorities are the admission authorities for community and voluntary controlled schools, unless the function has been delegated to the governing body⁹. For foundation schools (including Trust schools¹⁰), voluntary aided schools and Academies, governing bodies are the admission authority.
 - b) **Governing bodies (when not admission authorities).**
 - c) **Local authorities (when not acting as admission authorities).**
 - d) **Admission Forums.**
 - e) **Schools Adjudicators.**
 - f) **Admission appeal panels.**
10. Admission authorities **must** ensure that no single member of staff employed at the school has an individual role in the admission process (see paragraph 1.35). This does not affect the individual's role as a member of the governing body.

Monitoring compliance with the Code

11. Local authorities have a duty to report on compliance with this Code, and the overall impact of the admission arrangements in their area on fair access. They are required by section 88P of the SSFA 1998 and the Local Authority Reports Regulations to send a report to the Schools Adjudicator by 30 June each year. The Schools Adjudicator will report annually on Fair Access to the Secretary of State.

Enforcing the Code

12. Failure by an authority or body included in paragraph 9 to comply with the mandatory requirements in this Code is a breach of that authority's or body's statutory duty to act in accordance with the provisions of this Code. The Schools Adjudicator is responsible for enforcing the mandatory requirements of this Code (see paragraph 14 and Chapter 4). In the case of an Academy, a failure to comply with the mandatory requirements in this Code is a breach of its funding agreement. The local authority **must** include Academy Admission arrangements in its report to the Schools Adjudicator (see paragraph 4.7) and the Adjudicator may include his consideration of Academy arrangements in his report to the Secretary of State but only the Secretary of State may amend Academy admission arrangements.
13. The Secretary of State may refer the admission arrangements of any school to the Schools Adjudicator at any time if he considers that they may not comply with the requirements of this Code or follow its guidelines.
14. The Schools Adjudicator may investigate the admission arrangements of any school that he considers does not comply with the mandatory requirements of this Code or the law. He may then specify modifications to the arrangements of maintained schools as he sees fit in order to ensure compliance and make recommendations on Academy arrangements to the Secretary of State.
15. Failure to follow the guidelines in this Code may lead to a challenge and admission authorities will have to be able to demonstrate that they were justified in departing from those guidelines. If they cannot do so an objection may be upheld by the Schools Adjudicator.

⁹ Section 88(1) of the SSFA 1998.

¹⁰ All foundation schools with foundations are popularly known as 'Trust schools'.

16. Decisions on objections to admission arrangements are made by the Schools Adjudicator or for Academies by the Secretary of State (see paragraph 18). Local authorities, other local schools, parents, religious authorities and Admission Forums have important powers under section 88H of the SSFA 1998 to refer an objection about admission arrangements to the Schools Adjudicator. Local authorities are required by this Code to refer the admission arrangements of any school to the Schools Adjudicator if it appears to them that they do not comply with the law, the mandatory requirements of this Code or follow its guidelines (see paragraph 4.12). Effective enforcement of this Code by the Schools Adjudicator in the case of maintained schools or the Secretary of State in the case of Academies relies on the proper exercise of these powers.
17. The Schools Adjudicator's determination of objections and decisions made about admission arrangements that come to his attention by other means is final. The admission authorities affected are required to implement that determination. If they do not, the Secretary of State may direct them to do so under section 497 (or section 496) of the EA 1996. More detailed information on the role of the Schools Adjudicator in enforcing this Code and ensuring a fair admissions system can be found in Chapter 4.
18. In the case of Academies, parents and other groups that are consulted (including local authorities, Admission Forums, schools and relevant faith groups) may make representations to the Secretary of State if the admission arrangements appear not to comply with the law or this Code. The Secretary of State will then determine the outcome of any referrals that are made to him.

Chapter 1

The Law: Equity and Fair Access in School Admission Arrangements

This chapter sets out the key statutory provisions that underpin school admissions; it also imposes mandatory requirements and provides guidelines on ensuring fair admission arrangements that promote equity. In determining their admission arrangements, admission authorities **must** read the provisions and guidelines in this chapter in conjunction with the guidelines and requirements set out in Chapters 2 and 3 and relevant Appendices 1 to 4.

- **Admissions and key statutory provisions** – (1.14)
- **Admission numbers** – *all schools **must** have an admission number for each ‘relevant age group’* (1.16)
- **Consultation** – *all admission authorities **must** consult by 1 March in the determination year on the admissions on the admission arrangements for those schools for which they are responsible* (1.26)
- **Interviews** – *interviews **must not** form part of the admissions process* (1.52)
- **Children from overseas** – (1.58)
- **Ensuring equity and fair access** – *local authorities **must** consider if their admission policies are in line with the principle of fair access to educational opportunity* (1.70)
- **Supplementary forms** – (1.78)
- **School uniform** – (1.90)
- **Contributions to school funds** – *local authorities and governing bodies **must not** ask for any form of payment or voluntary contributions as part of the admissions process* (1.93)
- **School transport** – (1.98)
- **Extended schools** – (1.99)
- **Being proactive about promoting equality and extending opportunity for all** – (1.101)

1.1 Educational achievement is critical to the life chances of all our children and is at the heart of the Government’s Every Child Matters strategy¹¹. While heavily influenced by factors beyond the school, achievement at school also has a direct influence on other aspects of children’s well-being, for example childhood and adult health, crime, anti-social behaviour and economic competitiveness. Because of this, it is important that all children from all backgrounds, races and beliefs, have the same opportunities to go to good quality schools.

1.2 Teaching, learning and standards in schools are improving. But too many children fall short of the standards they could – and need to – achieve. Attainment gaps between children of different social backgrounds are not closing fast enough and too many of the children facing the greatest disadvantages are also attending the poorest performing schools. Local authorities have powers, under sections 63 to 66 of the EIA 2006, to tackle under-performing

¹¹ www.everychildmatters.gov.uk

schools promptly and to ensure that the very worst schools, which are judged by Ofsted as requiring special measures, are turned round more swiftly and decisively. It is also necessary to improve the chances of more disadvantaged children getting into good schools.

- 1.3 This Code underpins the Government's aim to create a schools system shaped by parents which delivers excellence and equity, developing the talents and potential of every child, regardless of their background; **a system where all parents feel they have the same opportunities to apply for the schools they want for their child.**
- 1.4 This chapter briefly sets out the key statutory provisions that underpin school admissions; it also imposes mandatory requirements and provides guidelines on ensuring fair admission arrangements that promote equity. In determining their admission arrangements, admission authorities **must** read the provisions and guidelines in this chapter in conjunction with the guidelines and requirements set out in Chapters 2 and 3 and relevant Appendices 1 to 4.
- 1.5 A fair system is one that provides parents with clear information about admissions and supports those parents who find it hardest to understand the system.
- 1.6 Local authorities are required to provide advice and assistance to all parents of children of all ages in their area when they are expressing a preference for a school for their child (section 86(1A) of the SSFA 1998). In discharging this duty they **must** provide an independent service that is focused on supporting the families who most need support in navigating the admissions process. Appendix 5 sets out the guidelines for local authorities on the provision of Choice Advice.
- 1.7 This Code provides admission authorities with considerable flexibility to determine and implement their own admission arrangements through local consultation in order to meet circumstances in their area, whilst providing a clear framework to ensure that unlawful and unfair arrangements are not adopted and it aims to ensure that the needs of all children are met.
- 1.8 The Government is keen to promote sustainable, healthy travel to school (for example walking or cycling). It is while children are young that habits of a lifetime are set. If children habitually walk or cycle at primary age then we maximise their chances of choosing healthy travel options in the future. Where possible, the admission authorities for primary schools **should** ensure that their admission arrangements encourage children to walk or cycle safely to school, and for other schools, admission arrangements **should** support sustainable and healthy travel.

Duties to increase opportunities for parental choice, respond to parental representations, and improve community cohesion

- 1.9 The EIA 2006 requires local authorities to promote fair access to educational opportunity, promote high standards and the fulfilment by every child of his educational potential, secure choice and diversity and respond to parental representations. These duties, together with this Code, underpin a modernised role for local authorities as the commissioners of school education, ensuring the quality of provision for all in a system that is responsive to the needs of parents and children. The EIA 2006 also places duties on local authorities as set out in paragraphs 1.10 to 1.13 below.

- 1.10 Section 13A of the EA 1996 requires local authorities to exercise their functions with a view to promoting the fulfilment by every child of his educational potential, and, in the case of local education authorities in England, with a view to ensuring fair access to educational opportunity, as well as with a view to promoting high standards.
- 1.11 Local authorities have a statutory duty under section 14(3A) of the EA 1996 to exercise their functions with a view to securing diversity in the provision of schools and increasing opportunities for parental choice when planning the provision of school places.
- 1.12 In addition, local authorities **should** respond to parental representations about the provision of schools in their areas and set out any action which the authority proposes to take, or where the authority believes no action is necessary, their reasons behind that opinion. Local authorities **must** determine how to carry out these duties in the light of their local circumstances and in accordance with guidance issued by the Secretary of State under section 14A of the EA 1996.
- 1.13 Governing bodies of all maintained schools **must** promote community cohesion, under section 21 of the EA 2002. Ofsted will report on the discharge of this duty¹².

Admissions: key statutory provisions

- 1.14 The key statutory provisions relating to school admissions are shown below. Admission authorities **must** also comply with other legislation relevant to school admissions such as those included in Appendix 1.

Admission arrangements for Academies

- 1.15 Admission arrangements for Academies are approved by the Secretary of State as part of an Academy's Funding Agreement, which require compliance with admissions legislation and relevant Codes. An Academy is required to consult in the same way as other admission authorities do. Apart from increasing its admission number with local agreement following consultation, an Academy cannot alter its admission arrangements without the approval of the Secretary of State. Any objections to an Academy's admission arrangements will be considered by the Secretary of State.

Admission numbers

- 1.16 All schools **must** have an admission number for each 'relevant age group'. This is defined in law as "an age group in which pupils are or will normally be admitted" to the school in question¹³. It may be necessary for some schools to have more than one admission number. Where a secondary school operates a sixth form and admits children from other schools at age 16, for instance, an admission number will be required for Year 12 as well as for the main year or years in which children join the lower school, for example, Year 7. Admission numbers **must** refer in each case to children being admitted to the school for the first time. They **must not** include children transferring from earlier age groups, except where in the case of a primary school making nursery provision, the admission number will be the number of all children to be admitted to the reception year, and including children who may have attended the nursery (whose parents **must** make separate applications for places in reception). Maintained boarding schools may set separate admission numbers for day places and boarding places, for each year that they intend to admit children.
- 1.17 Admission authorities of maintained schools **must** set admission numbers with regard to the capacity assessment for the school¹⁴. Admission authorities may fix an admission number for a

¹² Section 5 of the EA 2005.

¹³ Section 142 of the SSFA 1998.

¹⁴ Regulation 4 of the Admission Arrangements Regulations.

relevant age group that is lower than the capacity assessment. If they do so, they **must** publish this information for parents at the same time as they notify the bodies they are required to consult about the determination of their admission arrangements, who may object to the admission number. They can also set a higher admission number than that indicated by the capacity assessment. In relation to admission numbers applicable to infant classes, the admission number **must** be compatible with the duty to comply with the infant class size limit¹⁵ (see paragraph 2.62). Admission authorities are required to consult before setting or amending a published admission number.

- 1.18 Once an admission number has been set by the admission authority, schools **should not** admit children above the published number unless the school and the local authority agree that admitting above that number will not adversely affect the school in the longer term and will not have a detrimental effect on neighbouring schools. A school can make representations to the local authority (or the Secretary of State in the case of an Academy) to admit above their published admission number. They **should** submit their request before 31 January in the offer year, at which time the local authority needs to know where places will be allocated as part of their co-ordinated scheme. Additionally, requests can be made after national offer day. Children can also be admitted above the published admission number as part of fair access protocols (see Chapter 3) or as a transitional measure in the case of a closing school (see paragraph 1.47).
- 1.19 In the case of maintained schools, the local authority, as the strategic commissioner of school places, has the final decision over whether a school can admit above its published admission number. For Academies the final decision rests with the Secretary of State. Admission authorities **must** consider the overall effect on the school in continually admitting over the admission number and where they admit more than a total of 26 children above their admission number in any three year period, they **must** determine a higher admission number at the next opportunity. Admitting above the admission number does not amount to an increase in the school's admission number which can only be changed via the determination of admission arrangements or once determined, for a maintained school, via a referral to the Schools Adjudicator.
- 1.20 It is proposed that statutory proposals will no longer be required for schools that wish to increase their published admission number by 27 or more pupils¹⁶. However, statutory proposals are still required for schools proposing an enlargement to their premises which would increase the physical capacity of the school by more than 30 pupils and either by 25 per cent or by 200 pupils (whichever is the lesser). Any admission authority wishing to increase a school's published admission number can propose to do so during the consultation and determination of admission arrangements for all schools in the area. Consultation requirements are set out in paragraphs 1.25 to 1.30. The governing bodies of community and voluntary controlled schools for whom the local authority is the admissions authority can make representations to the local authority to increase their published admission number by writing to them with their proposal. Although the local authority, as the admissions authority, will determine the final published admission number of the school, section 88H of the SSFA allows for community and voluntary controlled schools to object to the Schools Adjudicator if they do not agree with the admissions number which has been determined for them (see Chapter 4).
- 1.21 If an admission authority for a maintained school wishes to increase the admission number of a school after their admission arrangements have been determined, as a result of a major change in circumstance, they **must** refer a variation to do this to the Schools Adjudicator (see

¹⁵ Section 1 of the SSFA 1998.

¹⁶ The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (SI 2007/1289).

paragraphs 4.23 to 4.27), except in very limited circumstances. The determination by the Schools Adjudicator **should** follow the approval by the local authority of any related proposals for enlargement of the school. A request to the Schools Adjudicator to increase admission numbers **should not** delay the local authority in co-ordinating admissions in order to make all offers to parents.

- 1.22 Local authorities and the Schools Adjudicator, when making decisions over setting an admission number or admitting above them, **should** have regard to the presumption that proposals to expand successful and popular schools, except grammar schools, **should** be approved. The existence of surplus capacity in neighbouring schools **should not** in itself be sufficient to prevent expansion, but the local authority **should** consider how they can take parallel action to remove surplus places.
- 1.23 Section 98 of the SSFA 1998 requires that children with statements of special educational needs admitted during a normal admission round to a relevant age group **must** be taken into account when determining and applying a school's admission number. Accordingly, children with statements already admitted to a school **must** be counted towards the admission number when considering whether there is still a place available for another child without a statement.
- 1.24 Section 86(5) of the SSFA 1998 requires that in a normal year of entry, a child **must not** be refused admission to a school on the grounds of prejudice to efficient education or the efficient use of resources except where the number of applications for admission exceeds the admission number. Although there is an expectation that this admission number will continue to be applied as that year group progresses through school, it is permissible to refuse admission to it if circumstances have changed since it was a 'relevant age group' and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.

Consultation (process for determining admission arrangements)

- 1.25 Consultation is an important part of the process of formulating and determining admission arrangements, and local authorities and other admission authorities **should** work together to ensure that schools' arrangements meet the needs of all parents and children. It is good practice for local authorities to co-ordinate consultation in their areas.
- 1.26 All admission authorities **must** consult by 1 March in the determination year on the admission arrangements for those schools for which they are responsible, unless (in the case of admission arrangements for entry in 2011-12 and subsequent years) their admission arrangements were consulted on in one or both of the two previous years and they are the same as the arrangements since the last consultation. All admission authorities are required to consult on admission arrangements for 2010-11. For consultation on admission arrangements for 2011-12 and subsequent years, the consultation period **must** last for a minimum of eight weeks, between 1 November and 1 March, to ensure that all consultees have enough time to respond. Admission authorities **must** consult with their local authority, all other admission authorities within the relevant area, the Admission Forum, admission authorities in neighbouring local authority areas, the relevant religious authority (in the case of the admission authorities of faith schools) and, for admission arrangements for entry in 2010-11 and subsequent years, relevant parents and other groups with an interest in the local area (for example, community groups). Where an admission authority proposes an increase in the published admission number for a school in their admission arrangements, the trade unions representing staff at the school that may be affected by the changes **should** also be consulted. Admission authorities **must** determine their admission arrangements by 15 April in the determination year.

- 1.27 When consulting other admission authorities, local authorities, Admission Forums and religious authorities, the admission authority **must** send a copy of their proposed admission arrangements and invite comments. When considering which groups with an interest in the local area to consult, the admission authority **should** have regard to the views of the Admission Forum¹⁷. Where a school borders on a local authority boundary, the admission authority **should** also seek the views of the neighbouring Admission Forum. Admission authorities may consider, for example, consulting service families, traveller groups, minority ethnic groups, citizens advice bureaux or disability groups if appropriate.
- 1.28 To consult with parents and other groups in the local area, the admission authority **must** publish a copy of their proposed admission arrangements, together with details of where comments should be sent and by when, on their website (if they have one) and publish a notice in a local newspaper of where these arrangements can be viewed. They may also wish to publicise the consultation to parents and groups with an interest in the local area in other ways, for example by sending out details through local nurseries, primary schools, parents' groups, or by writing to individual groups or holding open meetings.
- 1.29 Admission arrangements for Academies are approved by the Secretary of State as part of an Academy's funding agreement, which requires it to comply with admissions legislation and the relevant Codes. An Academy is required to consult in the same way as other admission authorities do, but cannot alter its admission arrangements without the approval of the Secretary of State. Any objections to an Academy's admission arrangements will be considered by the Secretary of State.
- 1.30 Admission authorities **must** consult on the full details of admission arrangements they propose to determine, which **must** be consistent with the co-ordinated scheme operating in the area in the year in question, and **must** include:
- a) admission numbers for any years to which it is intended to admit pupils, including Year 12;
 - b) application procedures;
 - c) the oversubscription criteria to be used in accordance with the provisions of Chapters 1 and 2 of this Code, and the order in which they will be applied, to allocate places if the school receives more applications than there are places available;
 - d) any supplementary information or application forms to be used by the school;
 - e) information about any tests for aptitude or ability if allowed;
 - f) any separate entry requirements and oversubscription criteria for Year 12 or nursery places, if applicable;
 - g) how long after the end of the Autumn term in the admission year the waiting list will be maintained;
 - h) information about how late applications can be made and how they will be handled, as agreed in the co-ordinated scheme; and
 - i) details of any catchment areas to be used.
- 1.31 Local authorities are required by section 92 of the SSFA 1998 and the School Information Regulations to publish in hard copy, the admission arrangements for all maintained schools and Academies in their area and make this information available for parents. Admission authorities **must** then follow the determined, published admission arrangements. Failure to do

¹⁷ See regulation 16(2)(a) of the Local Authority Reports Regulations for the Admission Forum's duty to advise on this issue.

so would amount to a breach of the admission authority's statutory duty or the Academy's Funding Agreement.

- 1.32 Under section 88(1A) of the SSFA 1998, it is the duty of a governing body of a community or voluntary controlled school, for which a local authority is the admission authority, to implement any decision relating to the admission of children taken by the admission authority. Similarly, under section 88N(4) of the SSFA 1998 and the Co-ordination Regulations, the governing body of a voluntary aided or foundation school **must** implement a decision of the local authority, made in accordance with the relevant area's co-ordinated admission scheme, to admit a child to the school.
- 1.33 Failure to comply with a statutory requirement or any proposal to use unlawful arrangements can be referred to the Schools Adjudicator or the Secretary of State who may use his powers under section 497 of the EA 1996 to make a direction to enforce the statutory requirement or prevent an unlawful act.

Considering applications for school places

- 1.34 All admission authorities **must** decide on applications for school places in accordance with their published arrangements.
- 1.35 If a school is oversubscribed then the admission authority **must** consider all applicants against its published oversubscription criteria. A decision to refuse admission **must not** be made by one individual in an admission authority.
- 1.36 Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body, **must** make such decisions¹⁸. Head teachers or other school officials **must not** give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally under the co-ordinated scheme.

Complying with Parental Preferences

- 1.37 Parents have a right to express a preference for a place in any maintained school, City Technology College or Academy. The statutory duty under section 86 of the SSFA 1998 to comply with parental preferences is not affected by co-ordinated admission arrangements. Where more than one place could be offered under the co-ordination scheme, the duty to comply applies to the single offer that is to be made in accordance with the arrangements in the scheme, and not any other possible offers.
- 1.38 The statutory basis for co-ordinated admission schemes, including the key obligations placed on local authorities by the Co-ordination Regulations, are set out in Chapter 3.
- 1.39 Once the closing date for applications has passed, local authorities **should not** allow preferences to be changed without a genuine reason for doing so, for example, if the family has recently moved address. Local authorities **must** make this clear in the information they provide for parents.
- 1.40 Where parents are unsuccessful in applying for a school place, they **must** be given reasons and informed in writing of their right to an independent appeal against the decision.

¹⁸ The School Governance (Procedures) (England) Regulations 2003 (SI 2003/1377), as amended by SI 2007/959.

Applications from children

1.41 In relation to admissions for the school year 2010-2011 onwards, under section 86A(1)(a) and (c) of the SSFA a child who is, or will be over compulsory school age at the time the education in question is provided, may express a preference as to the school at which he wishes education to be provided for him. A child may also express a preference as to the school at which he wishes school sixth form education to be provided to him. References to applications made by parents in this Code include applications by children where appropriate. A child ceases to be of compulsory school age on the last Friday of June in the school year in which the child becomes 16¹⁹.

Applications for Year 12 entry and transfer from Year 11

- 1.42 The admission authorities for schools with a sixth form **must** consult on and determine the arrangements they propose to use to allocate places in Year 12²⁰. Whilst it is not necessary to coordinate applications to school sixth forms, local authorities **should** do so if this works locally. Where local authorities do not coordinate applications for school sixth form places, applications **must** be sent to the relevant admission authority for consideration. Parents and children above compulsory school age have the right to make separate school sixth form applications for more than one school. Children above compulsory school age and their parents also have the right to make an application to a school other than school sixth form. As with admissions at compulsory school age, preference, whether expressed by parents or children, **must** be met (where possible)²¹ and the admission authority **must** act in accordance with this Code and take account of the advice of the Admission Forum²². Parents and children are able to appeal jointly or separately against any decision refusing a child admission, and where they appeal separately for the same school, the appeals **must** be heard together²³.
- 1.43 An admission number need only be set for a school sixth form when it is a normal point of entry to the school, i.e. the school sets out to admit external candidates to its sixth form, rather than just to deal with ad-hoc applications. Admission authorities **should** say in published information what the anticipated sixth form capacity will be (taking into account both internal and external candidates). The published admission number **must** relate only to those being admitted to the school for the first time, and **should** be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.
- 1.44 It is not necessary for children already in the school to apply formally for places in Year 12, but the admission arrangements **must** give details of any entry requirements (such as minimum entry qualifications, which can include a level of attainment at GCSE and **must** be the same as the criteria for external applicants) and oversubscription criteria to be applied to those who are eligible for a place. As with admissions policies for other points of entry, children in care²⁴ **must** be given highest priority in any oversubscription criteria for entry to the school sixth form. Schools **must not** interview children or their families for entry to Year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation.

¹⁹ As defined by section 8 of the EA 1996.

²⁰ Sections 88C and 88D of the SSFA 1998.

²¹ Section 86B of the SSFA 1998.

²² Section 84(3) and 85A(4) of the SSFA 1998.

²³ Section 94(1) and (1A) of the SSFA 1998 and the Schedule to the Appeals Regulations.

²⁴ This means a child who is looked after by a local authority within the meaning of section 22 of the Children Act 1989.

1.45 If admission authorities are to set criteria for transfer or admission to the school sixth form based on ability, they **should** take into account the provision of suitable alternative post-compulsory education available in the area. Many schools still offer only academic courses in Year 12, and it would be reasonable for them to require applicants to have a specified number of GCSEs at particular grades. However, a growing number of schools now offer a wider range of courses, which make it impracticable to set the same entry requirements. In these cases, it would be acceptable to state what courses are available, and how priority for entry to these courses will be determined if they are oversubscribed. Where the admission authority has not admitted up to its published admission number, it cannot refuse to admit applicants who have met the minimum entry requirements for the school sixth form but whose chosen course (or courses) are full. In these cases, the admission authority **must** offer a place whilst offering alternative course options.

Admission to new schools

1.46 Statutory proposals for new schools²⁵ **must** contain an indication of the proposed admission arrangements. Once approved, the admission arrangements **must** remain unchanged for two years after the first year of operation unless the Schools Adjudicator allows an application to vary them because of a major change of circumstances.

Closing schools

1.47 While a merger or replacement of a school by another school or an Academy often results in children transferring to the roll of the replacement or merged school, the situation is different when a school is not replaced and children transfer to different schools. In these circumstances the local authority **must** collaborate with all schools in an area to consider the best way of securing provision for children at the closing school. Where it has not been feasible to manage a school's closure over a transitional period i.e. stopping new admissions and continuing with existing pupils, the following are good practices which have been successfully adopted:

- a) The local authority identifies schools with places available, negotiating with them and other schools which may be able to help, then offers places to children from the closing school.
- b) The local authority carries out a preference exercise with parents of children on roll at the closing school, considering their preferences and, where necessary, negotiating with schools to provide additional places. In these circumstances, it is acceptable to give precedence to these children over any on waiting lists (see paragraphs 3.19 to 3.21) and, along with admitting in accordance with a Fair Access Protocol (see paragraphs 3.43 to 3.47), to admit above the school's published admission number.

1.48 In the scenarios above, parents still have a statutory right to apply for a place at any school, with a right of appeal if refused a place at any of their preferred schools.

Entry on school roll

1.49 A child **must** be included in a school's Admission Register from the beginning of the first day on which the school has agreed, or has been notified, that the child will attend the school. In the case of admission to community or voluntary controlled schools, the local authority **must** notify the school of the date by which the child is to be admitted so that there is no ambiguity about the date from which the child is on the school roll.

Withdrawing offers of places

1.50 Once an offer of a school place has been made it is only reasonable for an admission authority to withdraw that offer in very limited circumstances. These may include when a parent has

²⁵ School Organisation (Establishment and Discontinuance of Schools)(England) Regulations 2007 (SI 2007/1288).

failed to respond to an offer within a reasonable time or the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to another child; or where a place was offered under co-ordination by the local authority, not the admission authority, in error. If a parent has not responded to the offer of a place within a reasonable time, the admission authority **must** remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if they do not.

- 1.51 A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school **must** be taken into account, for example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term. Where a place is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if a place is refused.

Interviews

- 1.52 Section 88A of the SSFA 1998 prohibits the interviewing of parents and/or children as a method for deciding whether a child is to be offered a place at a school. Interviews **must not** form part of the admissions process and admission authorities **must not** use either face-to-face interviews or interviews by telephone or other means. Open days, meetings to discuss options, and other events for prospective parents and children are not affected (see paragraph 1.75).
- 1.53 This prohibition does not apply to interviews conducted by boarding schools solely for the purpose of assessing a child's suitability for a boarding place, or to auditions or other oral or practical tests in order to ascertain a child's aptitude in a particular subject at schools with a permitted form of selection by aptitude in accordance with section 99(4) of the SSFA 1998.

Selection by ability

- 1.54 Section 39 of the EIA 2006, which re-states section 99 of the SSFA 1998, prohibits the introduction of any new selection by ability, other than for banding (see paragraphs 2.83 to 2.90) or for sixth forms. Only grammar schools or schools with partially selective arrangements which already had such arrangements in place during the 1997-98 school year are permitted to continue to use selection by ability. Additional guidelines on permitted forms of selection are included in Chapter 2.

Home-school agreements

- 1.55 Admission to a school **must not** be conditional on parents signing a home-school agreement, under section 111 of the SSFA 1998. Home-school agreements are a useful means of promoting greater involvement by parents in their children's education. However, schools **must not** ask parents to sign, or express a willingness to sign, agreements before they have been offered a place at the school. Further guidance is available in the 'Home-School Agreements: Guidance for schools'²⁶.

Statements of Special Educational Needs

- 1.56 Section 324 of the EA 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. More detailed information on the law in relation to children with special educational needs is provided in paragraph 3.47.

²⁶ Home-Schools Agreements: Guidance for Schools', DfES, 1998 (<http://www.standards.dcsf.gov.uk/parentalinvolvement/hsa/>).

Children in care

1.57 A child in care, is a child who is in the care of a local authority or provided with accommodation by that authority. Admission authorities **must** give highest priority to children in care in their oversubscription criteria. More detailed guidelines on children in care are provided in Chapter 2.

Children from overseas

1.58 Parents who have moved to England with their children may express a preference for their children to attend a maintained school or Academy under the normal admission arrangements described in this Code regardless of their immigration status. This includes the children of asylum seekers; parents who have limited leave to enter or remain in the UK; and teachers coming to the UK with their children on a teacher exchange scheme.

1.59 However, different rules operate in relation to those making applications from overseas as set out below.

Applications made from abroad for children not yet living in the UK

1.60 Admission authorities may receive an application from parents overseas for a school place for a child who is not yet resident in the UK. The admission authority will not necessarily know when the child is expected to be resident in the UK, or whether a parent's application for leave to enter the UK has been or will be successful, or if it has been, on what terms of entry has been granted. These are all considerations that an admission authority **should** take into account when considering the application.

British citizens and lone children with right of abode

1.61 There are no restrictions on entry to the UK for children (whether or not accompanied by their parents) who hold full British Citizen passports (but not British Dependent Territories or British Overseas passports) or children from countries whose passports have been endorsed to show that they have the right of abode in this country. Such children will be permitted to enter this country irrespective of their purpose in doing so and are entitled to apply for a place at a maintained school or Academy.

EEA nationals

1.62 Under European Community law, and where the provisions of the Immigration (European Economic Area) Regulations 2006 are satisfied, nationals of the European Economic Area (which comprises all the member states of the European Union together with Switzerland, Iceland, Norway and Liechtenstein) and their children of any age, who come to the UK lawfully to work or for certain other economic purposes have a right to reside in the UK. They enjoy the same rights to education as British citizens. This applies equally to lone EEA national children who come to the UK as students, who are not accompanied by their parents. Non-EEA children of EEA parents who are not accompanied by their parents do not have this right.

Non-EEA nationals

1.63 Non-EEA children who apply for leave to enter or remain in the UK to study on their own will only be granted leave to enter or remain if the child satisfies the requirements specified in paragraph 57 of the Immigration Rules²⁷. If the child is less than 16 years old, he or she must produce proof of acceptance for a course of study at an independent fee-paying school outside the maintained sector or a bona fide private educational institution. The child will not be allowed to enter to attend a maintained school, except as part of an exchange programme. If such a child is found to attend a maintained school they will infringe the conditions of their

²⁷ The Immigration Rules can be viewed on www.ind.homeoffice.gov.uk

leave to enter and action could be taken against them by the Immigration and Nationality Directorate of the Home Office.

- 1.64 However, whilst non-EEA overseas students are not, in general, admitted to this country to attend maintained schools, these students can be admitted to attend a maintained school under the auspices of a student exchange scheme, or if they are participants in the EU Lifelong Learning Programme. A student participating in such schemes will not be permitted to stay in this country for more than one year. Unless as part of the EU Lifelong Learning Programme or its successors, such schemes **must** include a genuine exchange of students between partner schools at the same time or a later date, and **should not** involve fees. Where a child on roll at a UK maintained school participates in a student exchange scheme that child **should** remain on roll for the duration of the exchange and be treated as on an “approved educational activity”.

Other applicants

- 1.65 Holders of passports describing them as British Dependent Territories Citizens or British Overseas Citizens have no automatic right of abode in the UK, nor do other non-EEA nationals. They and their dependent children are in the same position as those described in paragraphs 1.63 and 1.64.

Teacher exchange schemes

- 1.66 Where a child goes abroad to accompany his or her parent on a teacher exchange scheme, the school **should** ensure that the child is able to take up his or her place on return. The child remains on roll and time away may be treated as an “approved educational activity”.
- 1.67 The local authority has a duty to find a place for a child who will become resident in their area as a result of his or her parent’s participation in a teacher exchange scheme. Local authorities **should** plan in advance for the needs of these children to ensure that they can take up a suitable school place for the duration of the exchange, wherever this is practicable.

Maintained boarding schools

- 1.68 The same immigration and school admission rules apply for admission to a maintained boarding school. Such schools may charge boarding fees but they cannot charge tuition fees. Children without the right of abode will not be allowed to enter the country to attend maintained boarding schools (see paragraph 1.65).

Transfers from the independent sector

- 1.69 As noted above, lone children may be admitted to the UK if they can show that they have a place at an independent, fee-paying school. Where a child has been given leave to enter on that basis, the Home Office will not normally grant an extension of stay, or amend the child’s conditions of entry, if the child transfers to a maintained school or Academy. Local authorities and governing bodies may wish to bear this in mind when considering a request for a transfer in respect of a child from overseas who has been previously attending a fee-paying school.

Ensuring equity and fair access

- 1.70 Local authorities are required to carry out their functions with a view to ensuring fair access to educational opportunity and this duty applies to a wide range of education functions. Local authorities **must** consider, for example, whether their admission or transport policies, their extended services provision or local funding formulae are in line with the principle of fair access to educational opportunity.

- 1.71 Parents must be able to make informed decisions when applying for school places for their children. The admissions system can appear very complex to some parents and admission authorities **must** make every effort to ensure that all parents are able to understand the process and in particular how oversubscription criteria will be applied. Local authorities **must** ensure that parents have access to all relevant information before they make their application. It is easier for parents to understand local admissions systems that are clear, objective and fair. Above all, parents need to be able to understand whether they have a realistic chance of being offered a place for their child at any particular school. In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places:
- a) are clear in the sense of being free from doubt and easily understood. Arrangements that are vague only lead to uncertainty and this may reduce the ability of parents to make an informed choice for their children. They are also likely to increase the chances of an objection;
 - b) are objective and based on known facts. Admission authorities and governing bodies **must not** make subjective decisions or use subjective criteria;
 - c) are procedurally fair for all groups of children (including those with special educational needs and disabilities, children in care and young carers);
 - d) provide parents or carers with easy access to helpful admissions information. (The School Information Regulations require the local authority to produce a composite prospectus that covers admission arrangements for all schools in their area. See Appendix 4); and
 - e) comply with all relevant legislation, including on infant class sizes and on equality, and have been determined in accordance with the statutory requirements and the mandatory provisions of this Code.

Ensuring fair access – Implications of wider policies

- 1.72 Admission authorities and governing bodies **must** ensure that their admission arrangements and other school policies are fair and do not unfairly disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs. Local authorities and schools have duties under Part 4 of the Disability Discrimination Act 1995 not to discriminate against disabled children and this is an important principle that should underpin all schools' policies, not just admissions. Admission authorities **must** also ensure that their admission arrangements comply with all other relevant equalities legislation (see Appendix 1). Admission authorities and governing bodies **should** develop and implement admission arrangements, practices and oversubscription criteria that actively promote equity, and thus go further than simply ensuring that unfair practices and criteria are excluded.
- 1.73 All governing bodies **must** ensure that their other policies and practices do not unfairly disadvantage certain social groups or discourage some groups of parents from seeking a place at the school for their child. Local authorities **must** work with all governing bodies to ensure that admission arrangements which appear fair are not then undermined by other school policies, such as a requirement for expensive school uniform, sportswear or expensive school visits²⁸ or other activities, unless arrangements are put in place to ensure that parents on low incomes can afford them. Governing bodies of schools which are their own admission authority need to address this too.

²⁸ Formerly referred to as school 'trips'.

- 1.74 Admission authorities and governing bodies **must** guard against any conflicts of interest for those who make decisions about applications that could leave them open to challenge, for example, by ensuring that they declare personal knowledge of a particular child or friendship with their family.

Practices and policies that may undermine fair admission arrangements

Information about parents, children and families

- 1.75 The use of interviews in school admission arrangements is unlawful (see paragraphs 1.52 and 1.53). Staff and governors are encouraged to meet parents at open evenings and on other occasions, but information gained in this way **must not** play a part in the admission decision-making process. Admission authorities **must** ensure that information about the school and how to apply including application forms are readily available to all potential applicants. Schools **must not** require parents to attend the school in person in order to collect an application form and **must not** require parents to return the completed application form to the school. Attendance at an open evening or other meeting at the school **must not** be a condition for the allocation of a place.
- 1.76 A local authority **must not** inform an admission authority of the rank order of an applicant's preferences as this information cannot lawfully be used by an admission authority when applying its oversubscription criteria.

Applications and application forms

- 1.77 It is important that when applying for a school place parents only have to go to one place and are easily able to find any information they need to assist their application. Accordingly if an admission authority uses a supplementary information form, a copy of that form **must** also be available from the local authority that co-ordinates admissions for their area.

Supplementary forms – requesting information from parents

- 1.78 Admission authorities **must not** use supplementary application or information forms that ask:
- for any personal details about parents and families, such as maiden names, criminal convictions, marital, occupational or financial status (including marriage certificates);
 - for any financial contribution, voluntary or otherwise;
 - for details about parents' achievements, educational background or whether either the parent or the child's first language is English;
 - for details about parents' or children's disabilities, special educational needs or medical conditions, unless this is in support of positive action as described in Chapters 2 and 3;
 - about parents' or children's interests, hobbies or membership of societies (this does not apply to membership or participation in activities as part of religious observance or practice at schools designated as having a religious character);
 - parents to agree to support the ethos of the school in a practical way; and
 - both parents to sign the form.
- 1.79 Except in relation to an admission authority for a maintained boarding school, where paragraphs 2.59 and 2.60 require it to establish aspects of the financial circumstances and or occupation of the child's parents in order to assess boarding need.

Permitted information

- 1.80 Local authorities and admission authorities may ask for proof of address in order to establish whether oversubscription criteria are met. Such proof may include Council Tax or utility bills, but **must not** contain information prohibited by paragraph 1.78 above.
- 1.81 Admission authorities may request a short birth certificate as proof of date of birth once an offer of a school place has been made, but **must not** request “long” birth certificates or other documents, including passports, that contain information about parents prohibited by paragraph 1.78 above or request photographs of children as permitted by paragraph 1.88. Schools may include an ethos statement in their admission arrangements as permitted by paragraphs 2.31 and 2.32.
- 1.82 Admission authorities **must not** unlawfully discriminate against children whose parents fall into certain social groups. No personal information about parents is relevant in considering an application for a place at a school and criteria which focus on parents cannot legitimately be included as oversubscription criteria. Collecting such information may suggest that it can be taken into account and therefore be misleading to parents.
- 1.83 Given the potential for discrimination, admission authorities **must** only use supplementary application/information forms that request additional information when it has a direct bearing on decisions about acceptable oversubscription criteria or for the purpose of selection by aptitude. For example, it is acceptable to ask for a reference from a priest or other religious minister for a school designated as having a religious character (faith school); to assess an application for a boarding place or for a partially selective school to identify any accessibility issues that a child may have for the purpose of the test.

Boarding Schools

- 1.84 This Code applies to all maintained schools including those with boarding places. In considering applications for boarding places schools **must** comply with the law and the mandatory requirements of this Code and follow its guidelines. The prohibition at 1.78 does not prevent schools with boarding places from using supplementary information forms to establish a child’s suitability for boarding or to collect information necessary in order to consider an application against their published oversubscription criteria (see paragraph 2.60). Boarding schools **must not** use supplementary information forms or interviews in considering applications for day places or ask for any of the information listed in paragraph 1.78 for day or boarding places. Guidelines on setting oversubscription criteria for boarding places are provided at paragraphs 2.59 to 2.60 and guidelines on assessing suitability for boarding are at Appendix 6.
- 1.85 Schools with boarding places **must** determine their oversubscription criteria in accordance with the mandatory provisions and guidelines set out in Chapter 2 of this Code, and **must not** adopt suitability for boarding as an oversubscription criterion. Any boarding school wishing to assess suitability **must** make it clear in its admission arrangements how it intends to do so for all boarding applicants prior to applying its oversubscription criteria.

Faith schools (schools designated by the Secretary of State as having a religious character – referred to in this Code as faith schools)

- 1.86 At faith schools, the prohibition in paragraph 1.78 does not prevent the use of a supplementary form that asks parents or children about their membership of or relationship with the church or religious denomination in accordance with paragraphs 2.46 to 2.48 of this Code.

Entry tests, application forms and photographs

- 1.87 Unless part of approved aptitude selection or banding arrangements (see paragraphs 2.83 to 2.90), tests **must not** be used by non-selective schools as a means of allocating places at the school.
- 1.88 Photographs of children may be used only by schools that use tests and then only as a security measure to verify that the child presenting for the test is the child named on the application. Otherwise, photographs of children and families **must not** be required with applications for school places.
- 1.89 Applications and any permitted supplementary forms must be completed by parents or carers or their representative. With the exception of applications from children for a school sixth form and applications from children above compulsory school age for a school place other than sixth form, admission authorities **must not** ask children to complete application forms for school places.

Other policies*School uniform*

- 1.90 School uniform plays a valuable role in contributing to the ethos and setting the tone of a school, and the Government strongly encourages schools to consider the introduction of uniforms where they do not already have them. Governing bodies **should** help limit the expense of uniforms so that parents on low incomes do not feel that the prospective cost of the uniform means that they cannot apply for their preferred school. Governing bodies **should** ensure that the uniform chosen is widely available in high street shops and other retail outlets and internet suppliers rather than from an expensive sole supplier. They can use their own purchasing power to buy in bulk and pass on savings to parents. Governing bodies **should not** seek to operate as sole suppliers in order to raise additional funds through the sale of new school uniforms.
- 1.91 All schools which have a uniform policy **should** have arrangements in place to ensure that no family feels unable to apply for admission on account of high uniform costs. This applies equally to sports kits and any other specialist equipment outlined in the policy. Schemes for remission of cost **should** cover children eligible for free school meals, and children whose parents are entitled to the maximum level of working tax credit. Schemes **should** be administered discreetly so that no parent is embarrassed to ask for help. These schemes **should** be widely publicised and clearly explained in admissions, or other, literature provided by the school²⁹.

Contributions to school funds and contributions to participate in school visits

- 1.92 It is unlawful for a local authority or school governing body to charge for admission to any maintained school, except for the following forms of education³⁰:
- part-time education suitable to the requirements of persons of any age over compulsory school age;
 - full-time education suitable to the requirements of persons who have attained the age of 19; and
 - training for members of the school workforce.

²⁹ Further guidance on school uniforms can be accessed at www.parentscentre.gov.uk/educationandlearning/schoollife/schooladministration/uniforms

³⁰ Section 450 of the EA 1996.

- 1.93 Local authorities and governing bodies **must not** ask for any form of payment or for voluntary contributions, donations or deposits (even if refundable) as part of the admissions process. Parents from low-income families sometimes express concern about the level of voluntary contributions that schools request and may be deterred by these from expressing a preference for the school for their child. Schools may wish to set out in their school prospectus their policy on asking for voluntary contributions from parents, once their children have been admitted to the school, as long as they make clear that there is no obligation to make any contribution; but this policy **must not** be referred to in their admission arrangements, including any supplementary forms used.
- 1.94 School visits are an important part of school life and can contribute to the ethos of the school. However, some parents may not want their children to go away from home or to take part in school visits. Governing bodies **must not** imply that such visits are compulsory and as a result discourage some parents from applying for a place at the school.
- 1.95 Parents may also be concerned about the cost of school visits and other extra-curricular activities, fearing that their child may not be able to participate and this may discourage them from applying for a place at the school. Accordingly, schools **should** make it clear where help may be available for those unable to afford the cost of school visits. They **must** make it clear that any contribution to school funds and voluntary contributions to visits are not mandatory, and that the expectation is that low income families will contribute a small amount, or nothing. Parents **must** be assured that they will not be asked to explain why they prefer not to contribute and that not contributing will in no way disadvantage their child.
- 1.96 A charge **must not** be made for a school visit³¹:
- a) that is during school hours; or
 - b) is outside school hours but it is being undertaken as part of the National Curriculum, or as part of a syllabus for a prescribed public examination.
- 1.97 A charge may be made for board and lodging on residential visits but the charge **must not** exceed the actual cost, and children in receipt of free school meals are exempt. Schools may, however, ask for voluntary contributions towards the cost of board and lodging. Governing bodies **must** make it clear to parents in their school charging policy about where charging may be expected and ensure that parents who are unable to pay the charge are informed about the sources of support and are therefore not discriminated against. Further guidance is available in 'Charging for school activities' guidance³².

School transport

- 1.98 The cost and availability of safe, reliable home to school transport is a concern for many parents. Home to school travel arrangements can have a disproportionate impact on low-income families, particularly those with several children. Admission authorities **must** explain clearly whether or not school transport will be available and, if so, to which schools and at what cost (if any). Information about school travel and transport options available to parents **must**

³¹ The EA 1996 (Sections 449-462) sets out the legislative basis for school charging and remissions policies. Section 200 of the EA 2002 amended the legislation that deals with the remission of charges (board and lodgings) for residential school trips, set out in section 457 of the EA 1996. The Education (School Sessions and Charges and Remissions Policies)(Information)(England) Regulations 1999, (SI 1999/ 2255), places obligations on head teachers, school governing bodies and local authorities to make information available about charging and remissions policies.

³² www.teachernet.gov.uk/management/atoz/c/chargingforactivities

be set out in the composite prospectus (see Appendix 4). Further guidance on school transport is available in the ‘Home to School Travel and Transport Guidance’³³.

Extended schools

- 1.99 For children and young people to attain their full potential, they and their families need access to a wide range of opportunities to help overcome the barriers which many of them face – especially those of poverty, disadvantage and disability. Many schools are already offering, or developing, such opportunities. The Government wants all schools to develop access to extended opportunities. The five ‘core’ services are described in ‘Extended Schools: Access to opportunities and services for all’³⁴ although schools are also free to offer other opportunities as well, where they identify unmet local needs.
- 1.100 It is important that schools ensure access to extended activities, where they may be of educational benefit, for children and young people whose families cannot afford to pay for them; and therefore that they do not discourage disadvantaged families from applying for a place at the school, through fear that their child may not be able to participate in extended activities. All schools should be able to provide some free study support for children and young people from disadvantaged backgrounds through the flexibility in their delegated budgets and their School Standards Grant. Schools may also use their delegated budgets and their School Standards Grant to support access for these children and young people to educational activities which are normally included as part of the childcare offer, even though they are not participating.

Being proactive about promoting equality and extending opportunity for all

- 1.101 Admission authorities **should** analyse information on their intakes, and where possible their applicants, to find out whether they attract a wide range of families or whether their school fails to attract all sections of the local community. However, any survey undertaken to gather such information **must not** be connected to decisions about admissions and **must** only be undertaken after children have been admitted.
- 1.102 Admission authorities for all schools **must** act upon any information that suggests that the school’s or admission authority’s policies or practices appear to be unfairly disadvantaging one group of children compared to another. There are many ways in which this might be done, for example, the most popular schools might work with primary schools in more deprived areas to encourage applications from poorer families. Admission authorities may also use their power to refer an objection to the Schools Adjudicator if the admission arrangements of a school appear to be unfair (see paragraph 4.5).

³³ www.teachernet.gov.uk/publications (reference: 00373-2007BKT-EN)

³⁴ www.teachernet.gov.uk/extendedschools

Chapter 2

Setting Fair Oversubscription Criteria

This chapter provides guidance for admission authorities on achieving good practice in setting oversubscription criteria, to help them ensure that their admission arrangements are fair to all children and families. This chapter also identifies oversubscription criteria that are unfair and **must not** be used.

- **Children with SEN statements** – *all governing bodies are required to admit to the school a child with a statement of SEN that names the school (2.8)*
- **Children in care** – *all admission authorities **must** give the highest priority in their oversubscription criteria to these children (2.9)*
- **Prohibition of unfair oversubscription criteria** – (2.16)
- **Guidelines for setting fair oversubscription criteria** – (2.19)
- **Additional guidelines for faith schools** – (2.46)
- **Additional guidelines for boarding schools** – (2.59)
- **Additional guidelines for primary schools** – (2.61)
- **Infant classes** – *infant classes must not contain more than 30 pupils with a single school teacher (2.62)*
- **Additional guidelines for secondary schools** – (2.71)
- **Banding** – *schools which use banding **must not** apply another test of ability once applicants have been allocated bands (2.83)*
- **Requirements as to tests** – (2.91)

Fair oversubscription criteria are the key to fair admission arrangements.

- 2.1 With the exception of designated grammar schools, all maintained schools, including faith schools, that have enough places available **must** offer a place to every child who has applied for one, without condition or the use of any criteria³⁵. This includes those schools that use partial selection by ability or aptitude and banding.
- 2.2 The ESA 2008 establishes an improved process for determining admission arrangements. Within the framework established by this Code and the law it is for admission authorities to decide what their admission arrangements will be in consultation with parents, other admission authorities, the local authority, the Admission Forum, other groups with an interest in the local area and, for schools with a religious character, their religious authority. The Schools Adjudicator is responsible for ensuring compliance with the law and the mandatory requirements of this Code. He **must** consider any objections referred to him about determined admission arrangements (see paragraph 4.17).
- 2.3 Many schools will have more applicants than places, and it is essential that the criteria used to allocate places when a school is oversubscribed are fair, not complex, and comply fully with all statutory requirements including the mandatory requirements of this Code.

³⁵ Section 86 of the SSFA 1998.

- 2.4 This chapter provides guidelines on achieving good practice in setting oversubscription criteria for admission authorities to help them ensure that their admission arrangements are fair to all children and their families, and promote social equity rather than working against it. This chapter also identifies oversubscription criteria that are unfair and **must not** be used (see paragraph 2.16).
- 2.5 When determining oversubscription criteria all admission authorities **must** ensure that they comply with their statutory responsibilities in respect of children with statements of special educational needs and children in care.

Financial contributions to the school

- 2.6 Admission authorities **must not** ask parents to agree to make a financial contribution to the school when applying for a place (see paragraph 1.93).

Interviews

- 2.7 Interviews **must not** be used to determine the extent to which a child meets oversubscription criteria (see paragraphs 1.52 to 1.53).

Children with statements of special educational needs

- 2.8 All governing bodies are required by section 324 of the EA 1996 to admit to the school a child with a statement of special education needs that names the school. This is not an oversubscription criterion. Schools **must** admit such children whether they have places or not. Admission authorities **must not** imply in their published admission arrangements that they have discretion over the admission of children with statements of special educational needs.

Children in Care

- 2.9 Children in care are among the most vulnerable children in society and it is of paramount importance that a school place is found that is in the best interests of the child as quickly as possible. All admission authorities **must** give highest priority in their oversubscription criteria to these children as required by Part 3 of the Admission Arrangements Regulations. The practical effect of this is that in a school's published admission arrangements the first and highest oversubscription criterion **must** be in respect of these children. Admission authorities **must not** include statements in their published admission arrangements that imply they have discretion over the admission of children in care or attach any conditions to the admission of such children.

Children in Care – faith schools

- 2.10 The admission authorities for faith schools may give first priority to all children in care, whether of the faith or not, but as a minimum they **must** give first priority to children in care of their faith above other children of their faith. Where they give any element of priority to children not of their faith, they **must** give priority in their oversubscription criteria to children in care not of their faith above other children not of their faith. More detailed guidelines for faith schools are provided at paragraphs 2.46 to 2.58, and on children in care in Chapter 3.

Achieving good practice in oversubscription criteria

- 2.11 The most common oversubscription criteria in use are covered in this chapter but it is not possible to create an exhaustive list of what is good practice and what is not. It is for local authorities and admission authorities acting in accordance with the provisions and guidelines in this Code, and in consultation with their local communities, to determine which criteria they will use and in what circumstances. In doing so, admission authorities **must** ensure that an effective tie-breaker is included in their arrangements. Local authorities and Admission Forums

must encourage all schools in their area to have arrangements that extend choice to parents whatever their social group.

Avoiding complex oversubscription criteria

- 2.12 It is important that parents can easily understand admission arrangements and can assess whether they have a reasonable likelihood of gaining a place at a particular school. Some admission authorities allocate a number of points to particular criteria in order to assess the extent to which oversubscription criteria have been met.
- 2.13 Admission authorities **must not** use complex points systems that allocate a number of points to different criteria according to their relative importance. Points systems can only be used if they are transparent and can be easily understood. If points systems are used they **must** be clear and objective.

Parents' right to express a preference

- 2.14 While they cannot be guaranteed a place at a particular school for their child, parents **must** be free to express a preference for the school or schools they want for their children. As made clear in Chapter 1, it is important that schools' other policies, for example on school uniform, do not inadvertently discourage applications from poorer families. Oversubscription criteria that amount to the selection of children by schools, by means that unfairly disadvantage some social groups compared to others, deny choice to parents and **must** be eliminated from the system. Paragraph 2.16 accordingly prohibits the use of those criteria that are clearly unfair and can disadvantage some children and families.
- 2.15 Admission authorities that use criteria that fall within the descriptions in paragraph 2.16 below will be failing in their statutory duty to act in accordance with this Code.

Prohibition of unfair oversubscription criteria

- 2.16 In setting oversubscription criteria admission authorities **must not**:
- a) stipulate any conditions that affect the priority given to an application such as taking account of other preferences for schools made on the same application form or the type of school previously attended by the child unless those schools are named feeder schools in accordance with paragraph 2.72. For example, by saying that priority will be given if all or some other preferences are for a school with particular characteristics (e.g. other schools are of a particular religious denomination) or on the basis that the child attended a particular type of school previously. This includes criteria often described as 'conditionality';
 - b) give priority to children according to the order of schools named as preferences by their parents, including 'first preference first' arrangements;
 - c) give priority to children according to their parents' willingness to give practical support to the ethos of the school which includes:
 - i. asking parents to commit themselves or their child to taking part in activities outside of normal school hours; and
 - ii. asking parents to support the school financially or in any other practical way.

This does not prevent admission authorities from including a factual statement about the school's ethos in their admission arrangements as set out in paragraphs 2.31 and 2.32.

- d) give priority to children according to the occupational, financial or marital status of parents, subject to paragraph 2.17 below;

- e) give priority to children according to the educational achievement or background of their parents;
- f) take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement;
- g) discriminate against or disadvantage children with special educational needs or disabilities. Governors have no discretion over the admission of children with statements of special educational needs;
- h) allocate places to relatives of former pupils of the school. A former pupil includes a sibling who will not be at the school when the younger child starts. This includes those who were attending at the time the younger sibling's application is made but will have left by the time of admission (see paragraph 2.23).
- i) take account of the behaviour of other members of a child's family, whether good or bad, including a good or bad attendance record of other children in the same family;
- j) give priority to children whose parents are current or former staff or governors or who have another connection to the school, subject to paragraph 2.18 below;
- k) give priority to children according to their, or their parents' particular interests, specialist knowledge or hobbies. This does not include taking account of membership of, or participation in, religious activities for faith schools providing this is consistent with this Code and guidance issued by the faith provider body/religious authority;
- l) give priority to children based on the order in which applications were received;
- m) in the case of designated grammar schools that rank all children according to a pre-determined pass mark and allocate places to those who score highest, give priority to siblings of current or former pupils;
- n) in the case of schools with boarding places take account of a child's suitability for boarding (see paragraphs 1.84 to 1.85 and Appendix 6 of this Code); and
- o) use oversubscription criteria that give priority to children according to the alphabetical order of their first name or surname or their date of birth.

2.17 The prohibition in 2.16(d) does not apply to boarding schools when giving priority to children of members of the UK Armed Forces (see paragraph 2.59).

2.18 In addition, the prohibition in 2.16(j) does not prevent an admission authority from offering a place or places to the children of a new appointee to a post at a school after the published offer dates for primary schools, or the national offer date in secondary schools, where there is a demonstrable skills shortage for the vacant post in question, even where this will be in excess of the published admission number, provided that all other relevant law is complied with (see paragraph 1.17). Alternatively, admission authorities may, in these circumstances, place the children of new appointees at the top of any waiting list for places at the school (see paragraphs 3.19 to 3.21).

Guidelines on setting fair oversubscription criteria

2.19 This section provides guidelines for, and imposes mandatory requirements on, admission authorities in setting fair oversubscription criteria.

2.20 This Code does not attempt to set out a list of preferred criteria, but rather to discuss each of those commonly used, and the circumstances in which they may be good practice, acceptable or when they are unfair. It is for admission authorities to decide whether any of these criteria are appropriate in their local circumstances, but where they have chosen to depart from the

guidance in this Code, admission authorities will have to justify their decision to use the criterion if an objection is made to the Schools Adjudicator.

Siblings of children who are still at the school

- 2.21 Many parents will want their children to attend the same school and most admission authorities recognise this and give priority in admissions to siblings. Giving priority to younger brothers and sisters of children already at the school supports families and can reassure parents about the safety of children when walking to school. Older children can also offer support to their younger brothers and sisters while at the school.
- 2.22 Admission authorities **must** clearly explain in their admission arrangements how priority to younger siblings will be given and on what basis, including how other relatives, including those adopted or others living permanently in the household will be treated, and make this clear in information provided to parents including how terms such as step-children will be defined. Some schools give priority to children on the basis that they have an older sibling at another school with which they have close links (such as where two or more schools are located on the same or adjoining sites); again this should be made clear in their admission arrangements.
- 2.23 Sibling criteria may apply where, at the time of application, an older sibling is expected to be on roll (including in the school sixth form) when a younger child starts at the school. If the older sibling unexpectedly leaves the school after an offer has been made to a younger child the offer of a place **must not** be withdrawn on these grounds.
- 2.24 As with other oversubscription criteria in giving priority to siblings, admission authorities **must** ensure that their admission arrangements as a whole do not unfairly disadvantage other families.

Siblings at Primary schools

- 2.25 Giving priority to siblings particularly supports families with young children of primary school age who may not be able to travel independently. Families must be at the heart of the admissions system and the Government expects the admission authorities for primary schools to take the needs of parents with young children into account in deciding which oversubscription criteria will be used. The admission authorities for primary schools **should** ensure in their oversubscription criteria that siblings (including twins, triplets or children from other multiple births) can attend the same primary school, as long as they comply with the Education (Infant Class Sizes) (England) Regulations 1998³⁶.

Siblings at secondary schools

- 2.26 In the case of a school that selects more than 10 per cent of its intake by reference to ability or aptitude, the Schools Adjudicator **must not** uphold an objection that would have the effect of preventing an admission authority from giving priority to children who had a sibling on roll at the school before the beginning of the 2008 school year.

Social and medical need

- 2.27 If admission authorities propose to give higher priority to children for social or medical reasons they **must** ensure that in doing so they are not failing to comply with paragraph 2.16(g) of this Code, which prohibits the use of oversubscription criteria that discriminate against or disadvantage children because of their special educational needs or disabilities.
- 2.28 Admission authorities **must not** use this criterion to give a child a lower priority in obtaining a place at the school, but it is acceptable to give higher priority to children or families where there

³⁶ S.I. 1998/1973, as amended by S.I.2006/3409 and 2008/3089.

is a social or medical need (for example, where one or both parents or the child has a disability that may make travel to a school further away more difficult).

- 2.29 If using this criterion, admission authorities **must** give a clear explanation of what supporting evidence will be required – for example a letter from a registered health professional such as a doctor or social worker – and how this will be assessed objectively. Admission authorities' decisions **must** be consistent and based on this objective evidence. The supporting evidence **should** set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. Admission authorities **must not** give higher priority to children under this criterion if the required documents have not been produced.
- 2.30 This criterion, if used, **must not** relate to particular aptitudes for some subjects such as in sport or music. For example, schools **must not** seek to admit children, under this criterion, on the basis that they 'need' to attend the school because of an aptitude or interest in sport and the school has particularly good sports facilities. Selection by aptitude is dealt with in paragraphs 2.78 to 2.82 of this Code and schools wishing to admit a proportion of children on the basis of their aptitude for a particular subject **must** follow the guidelines provided.

The ethos of the school

- 2.31 The Government encourages all schools to develop a distinct ethos in order to create a school system which offers a wide choice of schools to which parents can apply, within a context of promoting community cohesion and shared values. Subject to paragraph 2.16(c), admission authorities may include a factual statement in their admission arrangements setting out what the school's ethos is, so that parents can make fully informed choices when deciding which schools to apply for.
- 2.32 If including a statement of ethos in their admission arrangements, admission authorities **should** have regard to the template below which shows how such a statement could be set out:

*The ethos of this school is [insert factual statement here]. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.**

*Applicable to schools with a religious designation only

Examples of factual statements describing a school's ethos can be found at:
www.dcsf.gov.uk/sacode

Random allocation

- 2.33 Random allocation of school places can be good practice particularly for urban areas and secondary schools. However, it may not be suitable in rural areas. It may be used as the sole means of allocating places or alongside other oversubscription criteria, but only after criteria giving priority to children in care and the admission of children with a statement of special educational needs. Random allocation can widen access to schools for those unable to afford to buy houses near to favoured schools and create greater social equity.
- 2.34 If admission authorities decide to use random allocation when schools are oversubscribed, they need to set out clearly how this will operate, and **must** ensure that arrangements are transparent. They **must** undertake a fresh round of random allocation when deciding which child is to be offered a place from a waiting list, and **must not** use the results of an earlier

round of random allocation as this would disadvantage those who had applied for a place at the school after the first random allocation was carried out.

- 2.35 In order to provide verification that the random allocation process has been carried out fairly, admission authorities **must** ensure that they are supervised by someone independent of the school.

Distance between home and school and ease of access by public transport

- 2.36 In establishing their oversubscription criteria, admission authorities **should** take account of the time it will take to travel to school, as well as, the safety of the route, the need to encourage cycling and walking and the availability of public transport (see paragraph 1.8) in establishing their oversubscription criteria.
- 2.37 Distance between home and school is a clear and objective oversubscription criterion and is often used as a tie breaker in oversubscription criteria. It has the benefit of ensuring that children will not have a disproportionately long journey if access to their nearest school is not possible. Admission authorities **must** explain clearly how distance from home to the school will be measured including the points at the school and the child's home from which distance is to be measured (for example, the main school gate, the front door to the home, how flats will be treated). Admission authorities **must** use a reliable and reasonable system which parents can easily understand. Where a child lives with parents with shared responsibility, each for part of a week, the admission authority **must** make clear how the 'home' address will be determined in a fair and considered way.
- 2.38 It is good practice to give priority to children who could reach one school (but not others) by public transport, or to children who would have a disproportionately long journey to another school if denied admission to their nearest school.
- 2.39 As with all oversubscription criteria admission authorities **must** take account of factors that might unfairly advantage or disadvantage one child compared to another. If using distance as an oversubscription criterion, admission authorities **should** ensure in their admission arrangements as a whole that families who are less able to afford property nearest the school are not excluded as a result.

Catchment areas

- 2.40 The 1997 Rotherham³⁷ Judgment confirmed that there is nothing unlawful in the principle of admission authorities operating catchment areas as part of their oversubscription criteria and thereby giving priority to local children whose parents have expressed a preference for the school. However, admission authorities **must not** guarantee places to parents in a local catchment area, in case the pattern of preferences expressed does not allow this guarantee to be met. In drawing up catchment areas, admission authorities **should** ensure that they reflect the diversity of the community served by the school, and **must not** exclude particular housing estates or addresses in a way that might disadvantage particular social groups. A catchment area does not prevent parents expressing a preference for the school if they do not live in the area.
- 2.41 Local authorities and admission authorities **must not** suggest that parents are required to express a preference for the school in whose catchment area they live, or that they have been allocated a place at that school before they have expressed a preference. Local authorities **must** be clear that parents have a statutory right to express a preference for any school they

³⁷ R v Rotherham Metropolitan Council ex parte Clark and others [1997] EWCA Civ 2768.

choose, although they **must** explain the possible consequences of not expressing a preference for a school in whose catchment area they live.

- 2.42 Some schools have adopted inner and outer catchment areas and these work well for some specialist schools in particular by extending choice to more parents. These work by giving priority for a specified number of places in the inner catchment area and the remaining places in the outer area.
- 2.43 Some schools establish a number of small catchment areas some of which are some distance from school. This practice can exclude some families and if used along with certain other criteria such as partial selection by ability or aptitude or siblings can substantially limit the number of places for families living nearer the school. If using catchment areas in this way admission authorities **must** take into account the possible effect of their other oversubscription criteria and the admission arrangements at other schools in the area in limiting access to the school.
- 2.44 For children of UK service personnel and other Crown Servants³⁸ admission authorities **must** treat a family being posted to their area, or whose posting abroad comes to an end, as meeting the residency criteria for that catchment area even if no house is currently owned in that area once proof of the posting has been provided.
- 2.45 Where catchment areas or distance from the school are used as oversubscription criteria, admission authorities **must** provide a map of the areas, and indicate to what extent parents within those areas have succeeded in getting places in the past, and whether that is likely to be a guide for the future. Catchment areas **must not** be set after other admission arrangements have been determined.

Additional guidelines for faith schools

Faith-based oversubscription criteria

- 2.46 It is unlawful under section 49 of the Equality Act 2006 for maintained, non-maintained or independent schools to discriminate against a child on the grounds of the child's religion or belief in the terms on which it offers to admit him as a pupil or by refusing to accept an application for a place at the school. However, those schools designated by the Secretary of State as having a religious character (faith schools) are exempt and are permitted to use faith-based oversubscription criteria in order to give higher priority in admissions to children who are members of, or who practise, their faith or denomination. This only applies if a school is oversubscribed.
- 2.47 Faith-based oversubscription criteria **must** be framed so as not to conflict with other legislation, such as equalities and race relations legislation (see Appendix 1) or the mandatory provisions of this Code. As with all other maintained schools, faith schools are required by section 86 of the SSFA 1998 to offer every child who applies, whether of their faith, another faith or no faith, a place at the school if there are places available.
- 2.48 As with all oversubscription criteria, those that are faith-based **must** be clear, objective and fair. Parents must easily be able to understand how the criteria will be satisfied. It is primarily for the relevant faith provider group or religious authority to decide how membership or practice is to be demonstrated, and, accordingly, in determining faith-based oversubscription criteria, admission authorities for faith schools **should** only use the methods and definitions agreed by their faith provider group or religious authority (see paragraph 2.52). It is good practice for the

³⁸ 'A Crown Servant is an officer of the United Kingdom Government. A Crown Servant posted overseas is usually a member of HM forces of a person employed by the Foreign and Commonwealth Office.' (www.hmrc.gov.uk)

governing bodies of all faith schools that are their own admission authority and that are proposing to use faith-based oversubscription criteria to consult their religious authority before consulting other admission authorities, parents and groups with an interest in the local area.

Duty to consult religious authority

- 2.49 The governing bodies of Church of England schools that are their own admission authorities **must** consult³⁹ their local Diocesan Board about the admission arrangements they are proposing for their schools before they go out to statutory consultation with other admission authorities, parents and groups with an interest in the local area, and they **should** follow the Board's advice.
- 2.50 The admission authorities for all faith schools are required to consult the body or person representing their religion or religious denomination, as prescribed in the Admission Arrangements Regulations⁴⁰ or their funding agreements, in addition to consulting other admission authorities, parents and other groups with an interest in the local area, about their admission arrangements. Such religious authorities may refer an objection to the Schools Adjudicator or for Academies the Secretary of State about the arrangements at schools of their faith⁴¹.
- 2.51 Published admission arrangements **must** make clear how membership or practice is to be demonstrated in line with guidance issued by the faith provider group or religious authority. Any reference requested **must** be in writing and consistent with paragraphs 1.77 to 1.83 of this Code.

Guidance provided by religious authorities

- 2.52 Religious authorities may provide guidance for the admission authorities of schools of their faith that sets out what objective processes and criteria may be used to establish whether a child is a member of, or whether they practise, the faith. The admission authorities of faith schools that propose to give priority on the basis of membership or practice of their faith **must** have regard to such guidance, to the extent that the guidance is consistent with the mandatory provisions and guidelines of this Code. In applying faith criteria, faith schools **must** ask their religious authority (the body or person representing their religion or religious denomination as is prescribed or specified in their Funding Agreement) to confirm whether someone is a member of, or practises, the faith, in order to apply faith-based oversubscription criteria.
- 2.53 Admission authorities for faith schools **should** consider how their particular admission arrangements impact on the communities in which they are physically based and those faith communities which they serve.
- 2.54 Where a faith school gives priority for a proportion of places to those of other or no faith in their admission arrangements they **must** be clear how this will work and what oversubscription criteria will be used in their published admission arrangements for each group of places. If the number of applications for one group is less than the number of places available for that group, those places **must** be offered to other children.

New voluntary aided or foundation faith schools

- 2.55 The governing body of a faith voluntary aided or foundation school which is established after Part 2 of the EIA 2006 came into force **must** obtain the consent of the appropriate diocesan authority or other body or person representing the religion or religious denomination as may be

³⁹ Required by section 3(1)(cc) of the Diocesan Boards of Education Measure 1991 (1991No. 2).

⁴⁰ Regulation 12 of the Admission Arrangements Regulations 2009.

⁴¹ Section 88H of the SSFA 1998.

prescribed under section 88F of the SSFA 1998, before proposing or determining admission arrangements which give priority for a proportion of places to children otherwise than on the basis of whether that child is a member of or practises the relevant religion or religious denomination.

- 2.56 The mandatory requirement in paragraph 2.55 does not apply in the case of children in care. Paragraphs 2.9 and 2.10 provide detailed guidelines on children in care.
- 2.57 The Schools Adjudicator in considering any objections to the admission arrangements of maintained schools described in paragraph 2.55 above **must not** uphold any objection that would have the effect of giving priority for a proportion of places to children other than on the basis of whether that child is a member of or practises the relevant religion or religious denomination without the consent referred to in that paragraph.
- 2.58 The Schools Adjudicator in considering any objections to the admission arrangements of any voluntary aided or foundation schools with a religious character (regardless of when the school was established) **must** uphold an objection where the statutory requirement in respect of children in care has not been complied with.

Additional guidelines for boarding schools

- 2.59 Boarding schools have an important role in providing places for the most vulnerable children and in providing a stable educational environment for those who need it, including those whose parents have jobs or careers which dictate that they often have to work outside the country. Boarding schools **must** after giving the required highest priority to children in care, give next highest priority in their oversubscription criteria for boarding places to children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees. Children with a 'boarding need' **must** have the next highest priority. Boarding schools **must** ensure that it is clear to parents what is meant by 'boarding need' in their published admission arrangements.

Boarding need

- 2.60 Children with a boarding need include:
- a) children at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or
 - b) children of key workers and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

Additional guidelines for primary schools

- 2.61 The law does not require a child to start school until the start of the term following their fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the autumn, spring and summer terms. These are 31 August, 31 December and 31 March.

Infant classes

2.62 Infant classes⁴² (i.e. those where the majority of children will reach the age of 5, 6, or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher⁴³. While admission can be refused on normal prejudice grounds once an admission number of lower than 30 (or multiples of 30) has been reached, admission **must** be refused on “infant class-size prejudice” grounds where the published admission number allows for classes of 30, and the school would have to take ‘qualifying’ measures to keep to the statutory class size limit if more children were admitted, e.g. employ another teacher.

2.63 The class size legislation makes allowance for the entry of an additional child in very limited circumstances where not to admit the child would be prejudicial to his or her interests (‘excepted pupils’). However, every effort **must** be made to keep over large classes to a minimum. These circumstances are where:

- a) children with statements of special educational needs are admitted to the school outside the normal admissions round;
- b) children move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (admission authorities **must** check with local authorities before determining that a child falls into this category);
- c) children admitted, after initial allocation of places on the local offer date, because the person responsible for making the original decision recognises that an error was made in implementing the school’s admission arrangements and that a place ought to have been offered;
- d) children in care admitted outside the normal admissions round;
- e) children admitted where an independent appeal panel upholds an appeal on the grounds that the child would have been offered a place if the admission arrangements had been properly implemented, and/or the admission authority’s decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case;
- f) children are registered pupils at special schools and by arrangement with another school which is not a special school, receive part of their education at that other school; and
- g) children with special education needs who are registered pupils at a school which is not a special school and are normally educated in a special educational needs unit attached to that school, and attend, an infant class in the school (i.e. not in the unit), where this has been deemed as beneficial to the child.

2.64 In the case of f) and g), the child will remain an exception for any time they spend in an infant class at the mainstream school or outside the special educational needs unit. In all other circumstances the child will only remain an exception for the remainder of the school year in which they were admitted. Measures **must** be taken for the following year to ensure that the class falls within the infant class size limit. Guidance on managing compliance with the infant class size duty is available at www.dcsf.gov.uk/sacode

Admission of children below compulsory school age

2.65 For admission to the 2011-12 school year, and subsequent years, admission authorities for primary schools **must** provide for the admission of all children in the September following their

⁴² Further information can be found at www.teachernet.gov.uk/educationoverview/briefing/currentstrategy/infantclasssizes

⁴³ As defined in section 4 of the SSFA 1998.

fourth birthday. When determining the arrangements for primary schools that admit children below compulsory school age, the admission authority **must** make it clear that:

- a) the arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- b) parents of children who are admitted for nursery provision **must** apply for a place at the school if they want their child to transfer to the reception class;
- c) attendance at the nursery or co-located children's centre does not guarantee admission to the school; and
- d) parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year;
- e) parents can request that their child attends part-time until the child reaches compulsory school age.

Primary schools with attached nursery class

2.66 Where schools have a nursery class attached, separate admission arrangements **must** be published for entry to the nursery. The provisions of this Code do not apply to nursery classes. Published admission arrangements **must** make clear to parents that their child's attendance at the nursery class does not guarantee admission to the school for primary education, and that a separate application **must** be made for transfer from nursery to primary school (as it **must** for transfers from infant to junior schools).

2.67 Admission authorities that propose to give priority to children who attend the nursery or the co-located children's centre for nursery provision **should** ensure that families that live nearer the school, those who choose to take up other nursery options or the free entitlement at an alternative local provider, or those who have recently moved to the area, are not unfairly disadvantaged compared to other families.

2.68 Admission authorities **should** take into account the totality of provision for three and four year olds in their relevant area when making changes to arrangements for admission to full time education. Three year old children **should not** normally be admitted to reception classes, except where, in exceptional circumstances and as part of development of a local authority supported Foundation Stage Unit or Sure Start Children's Centre on site, there may be good reason to combine nursery and reception classes. If a school wishes to alter its age range to admit a younger age group, it will need to publish statutory proposals.

Deferred entry to primary schools

2.69 Admission authorities **must** allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities **must** hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. This **must** be made clear in the admission arrangements for the school.

Admission of children for a school place outside their normal age group

2.70 Although most children will be admitted to a school within their own age group, from time to time parents seek places outside their normal age group for gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health. Admission authorities **must** make decisions on the basis of the circumstances of each case. Parents refused an application for a place at the school have a statutory right of appeal, but

this does not apply if parents are offered a place other than the year group in which they applied for.

Additional guidelines for secondary schools

Selection by ability

2.71 Section 39 of the EIA 2006, which re-states section 99 of the SSFA 1998, prohibits the introduction of any new selection by ability, other than for banding (see paragraphs 2.83 to 2.90) or for school sixth forms.

Feeder primary schools

2.72 The use of named feeder schools can support good curriculum and geographical links and local continuity between phases in an area but feeder schools **must** be selected on an objective and consistent basis. Admission authorities **must** ensure that such arrangements do not unfairly disadvantage children from more deprived areas near the school and **must not** include independent schools as named feeder schools.

Designated grammar schools

- 2.73 Like all other maintained schools, the admission authorities for designated grammar schools are required to act in accordance with this Code. Grammar schools are permitted to select children on the basis of high academic ability, and to leave places unfilled if they have insufficient applicants of the required standard. Most assess ability by means of a test, but they may apply any fair and objective means of assessing ability they consider appropriate. Admission authorities **must** ensure that parents are aware that meeting the academic requirements for entry to a grammar school is not, in itself, a guarantee of a grammar school place.
- 2.74 Methods of allocating places for oversubscribed grammar schools vary. Some admission authorities allocate available places in rank order of performance in the entrance test; admission authorities for these schools **must not** give priority to siblings (see paragraph 2.16(m)). Others set a pass mark and then apply other oversubscription criteria to determine which of the candidates who have passed will be offered a place; admission authorities for these schools may use any permitted oversubscription criteria. Grammar schools **must not** use oversubscription criteria prohibited by this Code.
- 2.75 Some admission authorities for grammar schools use a review system to consider whether children who have marginally failed to reach the required standard in the entrance test could be deemed as being of grammar school ability. This is not a statutory process, and does not replace a parent's formal right of appeal against refusal of a place. In view of the need to co-ordinate allocation of places such reviews **must** be completed before places are allocated, so that children who are deemed as being of grammar school ability as a result of the review can be considered for allocation of places at the same time as others.

Partially selective schools

2.76 Whereas grammar schools are wholly selective by academic ability, partially selective schools select a proportion of their pupil intake by ability or by aptitude, and partial selection is effectively an oversubscription criterion. If there are insufficient children who have satisfied the published entry requirements for a selective place the places **must** be offered to other children. Partially selective schools **must not** keep places unfilled if they have applications for them. For the purposes of the legislation on selection, schools which call themselves "bilateral schools", because they admit some children on the basis of ability and operate a "grammar" stream alongside a "comprehensive" stream, are considered to be partially selective schools.

2.77 The SSFA 1998 and the Admission Arrangements Regulations⁴⁴ allow the following forms of partial selection:

- a) priority for up to 10 per cent of pupils on the basis of aptitude⁴⁵ in prescribed subjects and where the school has a specialism; however, new selection in design and technology and ICT is prohibited for entry from 2008-09 (see paragraph 2.79); and
- b) partial selection by ability or aptitude that existed at the beginning of the 1997-98 school year and which could not now be lawfully introduced (pre-existing partial selection). Admission authorities may continue to use this form of selection but only if the proportion of children selected does not exceed the lowest proportion at any time since the beginning of the 1997-98 school year and the basis for selection has remained unchanged⁴⁶.

Partial selection by aptitude

2.78 Selection by aptitude in sport and PE, the visual and performing arts and modern foreign languages can play an important part in widening access to particular schools. Section 102 of the SSFA 1998 allows the admission authority for a school with a specialism in one or more of the prescribed subjects to give priority to up to 10 per cent of children who can demonstrate an aptitude in the relevant subject. This flexibility is not restricted to schools in the specialist schools programme, but does require that the school has a particular expertise or facility.

2.79 The relevant subjects⁴⁷ are:

- a) physical education or sport, or one or more sports;
- b) the performing arts, or any one or more of those arts;
- c) the visual arts, or any one or more of those arts;
- d) modern foreign languages, or any such language; and
- e) design and technology, and ICT. Schools already selecting in those subjects before the 2008 school year may continue to do so, but no further selection in these subjects can be introduced in respect of subsequent years.

2.80 A child with aptitude is one who is identified as being able to benefit from teaching in a specific subject, or who demonstrates a particular capacity to succeed in that subject. When considering whether the child has an aptitude for a subject the admission authority **must** determine whether a child demonstrates a particular capacity to learn or to develop skills in that subject, and that he or she can benefit from the particular expertise and facilities at that school.

2.81 The 10 per cent limit is an overall limit, regardless of the number of subjects in which the school specialises. This means that if a school specialises in, for example, the visual arts and sport, five per cent of places might be allocated to children who demonstrate an aptitude in the visual arts and five per cent to those who demonstrate an aptitude in sport. The proportion allocated in each subject is up to the admission authority to decide, but the total of places allocated on the grounds of aptitude **must not** amount to more than 10 per cent⁴⁸.

⁴⁴ Regulations 5 and 6 of the Admission Arrangements Regulations.

⁴⁵ Aptitude tests must test for the subject aptitude concerned and not test for ability or any other aptitude.

⁴⁶ Section 100 of SSFA 1998.

⁴⁷ Regulation 6 of the Admission Arrangements Regulations.

⁴⁸ Section 102 of the SSFA 1998 and regulation 5 of the Admission Arrangements Regulations.

2.82 Giving priority for places by aptitude is an oversubscription criterion. An admission authority **must** give children in care highest priority but may prioritise children demonstrating an aptitude above all other children. An admission authority **must not** leave places unfilled if there are not enough children to fill the proportion of selective aptitude places. In this case those places **must** be filled by children using the school's remaining oversubscription criteria.

Banding

- 2.83 Banding, like other oversubscription criteria, only operates when the number of applications exceeds the number of places. Schools which use banding **must not** apply another test of ability once applicants are allocated to bands; they **must not** give priority within bands according to performance in the test. The admission authority **must** apply its other oversubscription criteria (such as random allocation) to each band to allocate places.
- 2.84 Banding is permitted by section 101 of the SSFA 1998. This provision was amended by the EIA 2006 to remove the need for approval of statutory proposals when introducing banding arrangements, and this **must** now be done as part of the admissions consultation process.
- 2.85 Pupil ability banding is used by some admission authorities to ensure that their intake includes a proportionate spread of children of different abilities. Banding arrangements are effective practice in schools providing fair oversubscription criteria, provided arrangements are fair, objective and not used as a means of unlawfully admitting a disproportionate number of high ability children.
- 2.86 Banding may be adopted in relation to individual schools, two or more schools operating together, or across a local authority area. Banding arrangements which are already in place may continue unchanged but the admission authorities for a school or groups of schools working together may now adopt admission arrangements that band applicants to produce an intake that is representative of:
- a) the full range of ability of applicants for the school(s);
 - b) the range of ability of children in the local area; or
 - c) the national ability range.
- 2.87 If places become vacant in some bands, for example, because parents accept offers of places at other schools, and no applicants in those bands remain without a place, they **must** be evenly filled by children falling into the next nearest bands (i.e. the bands on either side, or below or above, if the first child is from the band above then the next **must** be from the one below).

Banding that existed prior to the SSFA 1998

2.88 Banding which it would not be possible to introduce now – for example, because the effect is to favour high ability children disproportionately – but which was in place at the beginning of the 1997-98 school year and continuously since then on the same basis, may continue. This is allowed as a form of pre-existing partial selection and any admission authorities with such arrangements are required to publish a notice explaining their arrangements in a local newspaper, giving parents the opportunity to object to the Schools Adjudicator about the arrangements if they feel they are unclear.

Partial selection by aptitude and banding

2.89 Section 101(5) of the SSFA 1998 allows admission authorities which use banding also to admit up to 10 per cent of children in total on the basis of aptitude for one or more of the prescribed subjects. In these cases admission authorities **must** band children first and then apply its oversubscription criteria within each band, including any provision to admit 10 per cent of children on the basis of aptitude in the relevant subject(s). So, for example, having given first priority to children in care, and admitting children with statements of special educational needs, admission authorities are then able to admit a further 10 per cent of places available on the basis of the relevant aptitude from within the bands.

Banding Children with special educational needs and Children in Care

2.90 Children in care, who apply in the normal admissions round, **must** be included in any banding arrangements and given top priority within each band. Children with special educational needs can be included in banding arrangements, that is they can be allocated to the band appropriate to their ability, but schools **must not** refuse to admit a child with a statement that names the school.

Requirements as to tests*Test arrangements for banding and partial selection by aptitude*

- 2.91 It is up to the admission authority to decide which tests will be used to determine the band in which to place an individual child, but it **must** ensure that any test arrangements (including the reasons for testing) are explained clearly to parents and that adequate notice is given on the location and length of tests. Where a number of schools in an area band, they **should** use a common test, such as the results of QCA Year 5 optional tests conducted in primary schools, to ensure that children are not required to take more than one test.
- 2.92 Whatever form of test is used to band, it **must** be designed to give an accurate reflection of the abilities of all children irrespective of sex, race or disability.
- 2.93 Tests, assessments or auditions used to identify whether a child has an aptitude for a particular subject **must** be objective, have a distinctive subject focus and **must not** discriminate against applicants on the grounds of sex, race, disability or family background. The assessment **must** test only for the subject aptitude concerned and not for ability or any other aptitude or for prior learning or experience in the subject. If there are two or more schools using tests in an area the same aptitude test **should** be used.

General provisions relating to all tests

- 2.94 Admission authorities **should** set alternative timeslots for test to accommodate families with varying working patterns. They **should** also make arrangements that do not unfairly disadvantage the children of families (for example, service families) who live more than reasonable travelling distance from the school or where the test is being held.
- 2.95 Admission authorities **must not** adjust the score achieved by any child in a test in order to take account of oversubscription criteria, such as having a sibling at the school.
- 2.96 It is unlawful to charge a fee for, or in connection with, admission to any maintained school (see paragraph 1.92). This includes fees designed to cover the administrative costs of selection and testing arrangements, even if these are refundable to successful candidates. Inviting parents to give voluntary financial support to the school, however conditional, before admission decisions are taken could be seen as a disguised fee and is unlawful.

2.97 Admission authorities **must** ensure that tests are accessible to children with special educational needs and disabilities, having regard to the reasonable adjustments required under the Disability Discrimination Act 2005. For example, it may be appropriate to make available test material in an adapted format, or allow additional time, or a scribe, depending on the individual needs of the child.

Information for parents – outcome of entry tests

2.98 Grammar schools and other schools, or their admission authorities, which are permitted to use selection by ability or aptitude, **should** ensure that parents are informed of the outcome of entry tests before they make their applications for other schools. This does not apply to testing as part of banding arrangements described in paragraphs 2.83 to 2.90.

Chapter 3

Co-ordination and Fair Access Protocols

This chapter sets out the requirements for local authorities to co-ordinate school applications throughout the year. It also sets out requirements for directions and fair access protocols.

- **Co-ordinated admission schemes** – *all local authorities are required to formulate a scheme each year for co-ordinating admission arrangements for all maintained schools in their area* (3.1)
- **Main obligations imposed by regulations** – (3.15)
- **Applications to schools with a different age of transfer** (3.17)
- **Waiting lists** – *each admission authority **must** maintain a waiting list for at least one term in the academic year of admission* (3.19)
- **Applications outside the normal admissions round** – *all applications outside the normal admissions round for primary and secondary schools **must** be made to and dealt with by the home authority* (3.22)
- **Admission of children of UK service personnel and other Crown Servants outside the normal admissions round** – (3.27)
- **Children who have been permanently excluded twice** – (3.30)
- **Children with challenging behaviour** – *admission authorities **must not** refuse to admit a child in or out of the normal admission round on the basis of their behaviour elsewhere* (3.31)
- **Powers of direction** – (3.34)
- **Fair Access Protocols** – *each local authority **must** have a Fair Access Protocol* (3.43)
- **Information sharing when a child moves school** – (3.49)

Co-ordinated admission schemes

- 3.1 All local authorities are required, by section 88M of the SSFA and the Co-ordination Regulations, to have in place a scheme each year for co-ordinating admission arrangements for maintained schools within their area. This requirement applies to maintained boarding schools for both day and boarding places, but excludes maintained special schools and maintained nursery schools. Local authorities **must** co-ordinate admission arrangements for Academies. There is no requirement to co-ordinate applications for places at school sixth forms.

- 3.2 Co-ordination schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school or Academy is sent one, and only one, offer of a school place by their local authority⁴⁹ (“the home authority”).

2010-2011 admissions – applications made during the normal admissions round

- 3.3 There are no changes to the requirements for co-ordinating applications, made in the course of a normal admission round, for admissions to schools in the academic year 2010-2011. Local authorities **must** co-ordinate such applications under primary and secondary schemes formulated under the Co-ordination Regulations 2007⁵⁰. The requirements for these schemes are set out in Appendix 2.

2010-2011 admissions – in year applications

- 3.4 From the 2010-2011 academic year, local authorities **must** formulate schemes for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal year of entry (“in year applications”).
- 3.5 They **must** formulate schemes for the 2010-2011 academic year by 1st January 2010. Such schemes **must** comply with the requirements set out in paragraphs 3.6 to 3.18 below.

Co-ordination of admissions from 2011-2012 onwards

- 3.6 For admissions to schools in the academic year 2011-2012 onwards, local authorities **must** formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group, under one scheme.
- 3.7 The following paragraphs reflect the law as it applies to in-year applications for 2010 onwards, and to all applications for admission in 2011 onwards. While it is for each local authority to decide the scheme that best suits its residents and its schools, they **must** ensure that they:
- comply with law and regulations, including all the procedural requirements (for example, the scheme **must** require a common application form to be completed, allowing at least three preferences, the scheme **must** provide for information sharing with other local authorities, and it **must** ensure, so far as is reasonably practicable, that the local authority sends out not more than one offer to all parents seeking places at its schools); and
 - do not disadvantage families resident in other local authorities who apply for schools in their area (which would be contrary to the rule established by the Greenwich Judgment⁵¹).
- 3.8 Co-ordination schemes do not affect the rights and duties of the governing bodies of voluntary aided and foundation schools to set and apply their own admission arrangements and oversubscription criteria nor for Academies to agree their own arrangements with Secretary of State. Admission authorities do not have to determine the same or similar oversubscription criteria, but **must** ensure that their own admission arrangements are compatible with, and do not undermine, the co-ordination scheme for their area. A summary of how the co-ordination scheme works **must** be included in the local authority’s composite prospectus⁵² (see Appendix 4).

⁴⁹ The offer date is 1st March for secondary schools, or the next working day. In the case of primary schools, offers are sent on a day determined by the local authority.

⁵⁰ The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007.

⁵¹ R v Greenwich London Borough Council, ex parte John Ball Primary School (1989) 88 LGR 589 [1990] Fam Law 469.

⁵² Regulation 5 of the School Information Regulations.

- 3.9 Academies are required by their Funding Agreements to participate in co-ordination schemes and local authorities **must** consult them, as well as other admission authorities, when required, in order to agree the scheme. Local authorities **must** also invite City Technology Colleges to participate in the scheme.
- 3.10 The Co-ordination Regulations cover secondary schools (defined as schools admitting children at age 11 or later) and primary schools (those schools admitting at ages below 11 which also includes, for this purpose, middle schools⁵³).

Formulation and adoption of co-ordination schemes

- 3.11 All local authorities **must** have a scheme in place each year for co-ordinating admission arrangements for all maintained schools and Academies within their area. Local authorities **must** formulate schemes by 1 January in the determination year. If the local authority decides to continue to use the scheme from the previous year, this will fulfil the legal requirement to formulate a scheme. Local authorities **must** consult the Admission Forum every year, and admission authorities for schools affected by the scheme (including Academies) and other local authorities every three years as a minimum. If the Admission Forum advises that the scheme has changed substantially since the previous year, the local authority **must** consult school governing bodies and other local authorities on it, even if that is less than three years since the last consultation.
- 3.12 From the academic year 2010-11 onwards local authorities **must** co-ordinate all “in-year applications”. In relation to academic year 2010-11 only, the arrangements for co-ordinating these applications **must** be formulated by 1 January 2010⁵⁴. They **must** then consult the bodies mentioned in paragraph 3.11.

Schemes imposed by the Secretary of State

- 3.13 If a local authority does not notify the Secretary of State by 15 April in the determination year that a scheme has been adopted for the following academic year, the Secretary of State may impose a scheme; or where an imposed scheme was in place for the previous year, he may notify the local authority that the scheme will continue for a further year.
- 3.14 Where the Secretary of State has imposed a scheme and not revoked it a local authority and its schools may decide to adopt the scheme in a subsequent year. In this case, the duty to formulate is met. If the local authority subsequently adopts a scheme agreed with other admission authorities, in accordance with the Co-ordination Regulations, they **must** notify the Secretary of State so that the imposed scheme can be revoked. Where a scheme from a previous year is being adopted, or has been imposed in relation to the previous year (and all admissions authorities have agreed to adopt it for a further year), confirmation **must** be sent to the Secretary of State by 15 April each year. It will not be necessary to send a copy of the scheme.

Main obligations imposed by the Co-ordination Regulations

- 3.15 The Co-ordination Regulations prescribe national closing dates for primary and secondary applications and, in the case of primary applications, prescribe the date by which the exchange of information described in sub-paragraphs b) and c) below **must** be completed. Local authorities **must** include these dates in their co-ordination schemes. Aside from this, the main requirements of the Co-ordination Regulations with regard to schemes are:

⁵³ Primary, secondary and middle schools are defined in section 5 of the EA 1996 and further guidance on middle schools is contained

in the Education (Middle Schools) (England) Regulations 2002 (SI 2002/1983).

⁵⁴ Schemes for co-ordinating all applications of any sort for admission to schools in 2011 onwards must be formulated by 1st January in the determination year, which for the school year 2011 will be 1st January 2010.

- a) A common application form **must** be completed, which allows parents to express at least 3 preferences in rank order of preference, which may be for schools within or outside their home local authority area, and to give reasons for their preferences. The common application form **must** allow parents to provide their name, their address (including documentary evidence in support), and the name, address and date of birth of the child.
 - b) Local authorities and admission authorities in the area **must** exchange information on applications made and potential offers by the dates specified in the scheme.
 - c) The home authority **must** pass information on applications to other local (“maintaining”) authorities about applications to schools in their area. The maintaining authority **must** determine the application in the normal way, and inform the home local authority if a place is available, by the dates specified in the scheme. The maintaining authority **must not** tell parents of the offer.
 - d) Where a place is available for a child at more than one school, the home local authority **must** ensure, so far as is reasonably practicable, that the parent is offered a place at whichever of these schools is their highest preference.
 - e) For applications made in the course of a normal admission round, offers of secondary places **must** be sent by the home authority on 1 March, and offers of primary places on a date specified by the local authority (or the next working day if either date is not a working day) in the year during which a child will be admitted to school.
 - f) Offers of primary and secondary places **must** be sent by the home local authority. Schools **must not** contact parents about the outcome of their applications until after these offers have been received. Only the home local authority can make an official offer.
 - g) Parents who cannot be offered one of their preferred schools **must**, if there are places available, be offered a place at another school.
- 3.16 Where admission authorities normally admit children to primary school at two or three points in the academic year, they **should** make all offers at the same time. Places allocated to children whose parents have deferred their entry until later in the same academic year cannot be offered to another child, unless the parent withdraws acceptance of the place.

Applications to schools with a different age of transfer

- 3.17 The Education (Middle Schools) (England) Regulations 2002 define ‘middle schools’ and whether they are classified as primary or secondary schools which depends on the age range of the pupils. For the purposes of co-ordination, middle schools with an entry age before 11 are to be treated in the same way as primary schools; upper schools (with an entry age after 11) are to be treated as secondary schools.
- 3.18 For middle deemed secondary schools, the home local authority **must** make an application form available to any parent in the area who wishes to apply to a school in a neighbouring area which operates a different age of transfer. The home local authority **must** accept applications in the same way as it would for its own normal admissions round. It **must**, if preferred schools are in another area, pass forms to neighbouring authorities, who **must** apply their co-ordinated scheme. The maintaining local authority **must** inform the home local authority if a place is to be offered in one of its schools. The home local authority **must** inform the parent of the outcome of the application.

Waiting lists

- 3.19 Each admission authority **must** maintain a waiting list for at least one term in the academic year of admission, for every oversubscribed school, and it **must** include the fact it will do this in their school's published admission arrangements, making clear that children will be ranked in the same order as the published oversubscription criteria. Waiting lists **must** be clear, fair and objective and **must not** give priority to children based on the date either their application was received or their name was added to the list. For example, if a child moves to an area outside the normal admissions round and has higher priority against the published oversubscription criteria, they **must** be ranked above those with lower priority already on the list, subject to the requirements of paragraph 3.21.
- 3.20 As soon as school places become vacant, they must be filled from the waiting list, even if this is before admission appeals have been heard unless an exception applies (see paragraph 2.18). Placing a child's name on a waiting list does not affect an applicant's right of appeal against an unsuccessful application.
- 3.21 Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol (see paragraphs 3.43 to 3.47 below), **must** take precedence over those on a waiting list. Admission authorities **must** make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements⁵⁵.

Applications for school places outside the normal admissions round

- 3.22 In determining applications for school places outside the normal admissions round, whether in-year or at the start of a school year which is not a normal point of entry to the school, admission authorities **must** comply with parental preference unless one of the statutory reasons for refusing admission applies (see paragraphs 3.30 to 3.33 below). All applications outside the normal admissions round for primary and secondary schools **must** be co-ordinated by the home authority. In order for this aspect of co-ordination to be effective, schools that are their own admission authority **must** communicate the availability of places to the local authority when requested.
- 3.23 Applications made outside the normal admissions round **must** be considered without delay, and a formal decision either to offer or to refuse a place **must** be made and notified to the applicant, advising them of their statutory right of appeal when a place cannot be offered. Applicants **must not** be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.
- 3.24 Admission authorities **must not** refuse to admit a child solely because:
- they have applied later than other applicants;
 - they are not of the faith of the school in the case of a faith school;
 - they followed a different curriculum at their previous school;
 - information has not been received from their previous school; or
 - they have missed entrance tests for selective places. In these circumstances the admission authority has a number of options. It can arrange for an entrance test to be conducted; seek other evidence of the child's academic ability; or (if the school has no places available) refuse admission on the basis that admission of an additional child would

⁵⁵ Regulation 21 of the Admission Arrangements Regulations.

cause prejudice to the 'efficient provision of education or efficient use of resources', in which case an appeal panel would have to consider an appeal on the working assumption that the child was of the required academic standard.

- 3.25 Local authorities **must** handle late applications and arrangements for admissions outside the normal admissions round in accordance with the co-ordination scheme in force at the time.
- 3.26 Admission authorities **must not** adopt procedures or criteria that disadvantage children who arrive in their relevant area outside the normal admission round. Arrangements **must** be in place for Gypsy, Roma and Traveller children to be quickly registered at a school whether they are residing permanently or temporarily in the area.

Children of UK service personnel and other Crown Servants (including Diplomats)

- 3.27 Families of UK service personnel, other Crown Servants and British Council employees are subject to frequent movement within the UK and from abroad, often at relatively short notice. Local authorities and admission authorities **must**:
- ensure that the needs of the children of these families are taken into account;
 - allocate a school place in advance, if accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, if the applicant would meet the criteria on relocation;
 - invite a service representative or representatives of other Crown Servants (e.g. GCHQ personnel) to join the Admission Forum where there are significant concentrations of such personnel in an area; and
 - accept a Unit postal address, or, if appropriate, a "quartering area" address (the address of the closest house in the nearest "quartering area"), for applications from service personnel in the absence of a new home postal address.
- 3.28 Admission authorities **must not**:
- reserve places for blocks of these children; or
 - refuse a place to such a child because the family does not currently live in the local authority area.
- 3.29 Admission authorities **should** consider notifying results of applications electronically, where this is acceptable to the applicant, especially where families are still abroad.

Children who have been permanently excluded twice

- 3.30 Where their child has been permanently excluded from two or more schools, a parent can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place⁵⁶. This does not apply to: children with statements of special educational needs; children who were below compulsory school age when excluded; children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do so. A permanent exclusion is regarded as taking effect from the first school day the head teacher has told the child not to attend school. The admission authority for the school or Academy may refuse to admit a child who has been excluded twice, or in the case of a community or voluntary controlled school, the governing body may appeal against the decision of the local authority as the admission authority to admit the child (see the School Admission Appeals Code for information on these appeals). Local

⁵⁶ Section 87 of the SSFA 1998.

authorities are still responsible for providing suitable full-time education for these children from the 6th day of exclusion and may need to use their powers of direction or provide a place in a Pupil Referral Unit or other alternative provision setting. For children of secondary school age, the local authority, schools and Pupil Referral Units **should** work together through their local behaviour partnership to help arrange the education required.

Children with challenging behaviour

- 3.31 Admission authorities **must not** refuse to admit children in or outside the normal admission round on the basis of their poor behaviour elsewhere, unless paragraph 3.30 applies. They also **must not** refuse to admit a child thought to be potentially disruptive, or to exhibit challenging behaviour, on the grounds that the child is to first be assessed for special educational needs. The law disappplies the normal principle that applicants' preferences are complied with only in the 'twice excluded' situation described in paragraph 3.30. A child with challenging behaviour may also be disabled as defined in the Disability Discrimination Act 1995 and require reasonable adjustments to be made for them in the school or require particular support for any special educational needs.
- 3.32 Exceptionally, outside the normal admissions round, where a governing body considers that the admission of child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources at the school it may refuse to admit that child even though there are places available. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children and one or more of the following exceptional circumstances exists, namely that the school:
- requires special measures or has recently come out of them (within the last two years);
 - has been identified by Ofsted as requiring significant improvement and therefore given 'notice to improve';
 - is subject to a formal warning notice by the local authority;
 - is a Fresh Start school or Academy open for less than two years; or
 - is a secondary school where fewer than 20 per cent of children are achieving 5 or more A*-C GCSEs including English and mathematics, or a primary school where fewer than 55 per cent of pupils achieve Level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.
- 3.33 Local authorities **must** refer to, and use as appropriate, the guidelines in Appendix 3 of this Code when considering the admission of children with challenging behaviour.

Powers of direction

Secretary of State's powers of direction

- 3.34 The Secretary of State has discretionary powers to issue directions where it appears expedient to him to do so, where a governing body of a maintained school or a local authority has either failed to discharge a statutory duty placed upon it by the Education Acts (under section 497 of the EA 1996) or where it appears to him that the governing body is acting or proposing to act unreasonably in discharging statutory duties placed upon it or in exercising any statutory powers at its disposal (section 496 of the EA 1996). In considering cases referred to him the Secretary of State may request the advice of the Schools Adjudicator under section 25 of the SSFA 1998. Directions issued by the Secretary of State are enforceable by the Courts.

Local authority power to direct admission of Children in Care

- 3.35 Local authorities may direct other admission authorities for any maintained school to admit a child in their care to the school best suited to his or her needs⁵⁷. Such action **must** be taken in the best interests of the child. Before giving a direction the local authority **must** consult the admission authority for the school they propose to specify in the direction. The admission authority then has seven days to inform the local authority if it is willing to admit the child without being directed to do so.
- 3.36 If, following the consultation, the local authority decides to issue the direction it **must** first inform the admission authority, the governing body (if the governing body is not the admission authority), the head teacher and, if the school is in another local authority area, the maintaining local authority. If the admission authority (or the governing body if it is not the admission authority and only in relation to a child in care who has previously been excluded from at least two schools) considers that admission of the child would seriously prejudice the provision of efficient education or efficient use of resources, the admission authority has seven days in which to refer the case to the Schools Adjudicator. The Adjudicator may either uphold the direction, or, if the local authority that looks after the child agrees, determine that another maintained school in England **must** admit the child. The Adjudicator's decision is binding. The Adjudicator may not direct an alternative school to admit a child when the child has already been excluded from that school or when admission would seriously prejudice the provision of efficient education or efficient use of resources.
- 3.37 Where a local authority considers that a particular Academy will best meet the needs of the child, they can ask them to admit that child even when the Academy is full. A consensus will be reached locally in the large majority of cases, but if the Academy disagrees with the local authority's reasoning and refuses to admit the child, the case can be referred to the Secretary of State. In such cases, the Secretary of State may direct an Academy to admit a child in care, and can seek advice from the Adjudicator in reaching his decision⁵⁸. In providing such advice, the Schools Adjudicator will consider the case in the same way as for maintained schools.

Local authority power to direct admission to a foundation or voluntary aided school

- 3.38 Under section 96 of the SSFA 1998 a local authority may direct the governing body of a foundation or voluntary aided school in its area to admit a child where, in relation to every school within a reasonable distance from the child's home, the child has been refused admission or has been permanently excluded. Such a direction **must** only specify a school within a reasonable distance from the child's home and one from which the child has not been permanently excluded.
- 3.39 In considering whether to make such a direction the local authority **must** be satisfied that admission will not seriously prejudice the efficient use of resources at the school and that the admission of the child will not pose serious risks to the child or the school. In arriving at their decision, the local authority **must** comply with relevant mandatory provisions and follow the guidelines in this Code, in particular Appendix 3. A local authority **must not** make a direction under this provision where the admission of the child concerned would result in infant class-size related 'prejudice'. As with children in care, local authorities can ask Academies to admit a child in the same circumstances. Where an Academy refuses to admit the child, the local authority can refer the matter to the Secretary of State for consideration of whether or not to direct the Academy to admit the child.

⁵⁷ Section 97A to 97C of the SSFA 1998.

⁵⁸ Section 25(3A) of the SSFA 1998.

3.40 The governing body of a voluntary aided or foundation school may, under section 97 of the SSFA 1998, refer a local authority's decision to direct the admission of a child under section 96 of the SSFA 1998 to the Schools Adjudicator within fifteen days of receiving a notice to that effect. The Adjudicator then determines which school is to be required to admit the child. If the local authority is the admission authority for the school identified by the Adjudicator, they **must** admit the child. In any other case, the governing body of the school named in the direction **must** admit the child. Similarly, the local authority can refer the matter to the Secretary of State if an Academy refuses to admit a child in accordance with a protocol (see paragraphs 3.43 to 3.47).

Local authority decisions to admit a child to a community or voluntary controlled school

3.41 Local authorities **must** ensure that schools for which they are the admission authority are not asked to take a greater proportion of children with challenging behaviour than other schools in the area. Appendix 3 provides guidance to local authorities. Governing bodies of community and voluntary controlled schools **must** implement any decision made by the local authority relating to admission of children⁵⁹, except where this relates to the admission of a child who has been permanently excluded twice (see paragraph 3.30).

3.42 Where the governing body of a community or voluntary controlled school refuses to admit a child and the matter cannot be resolved locally the matter may be referred to the Secretary of State, who will, in his consideration of the case, include taking into account whether the local authority has complied with this Code.

Fair Access Protocols

3.43 Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools. Along with devolved funding and responsibility for alternative provision, an agreed protocol encourages local authorities and schools to work together in partnership to improve behaviour, tackle persistent absence and help support improving behaviour partnerships. Local authorities **must not** require undersubscribed schools to admit a greater proportion of children with a recent history of challenging behaviour than other schools.

3.44 Each local authority **must** have a Fair Access Protocol. All schools and Academies **must** participate in their local authority area's protocol in order to ensure that unplaced children, who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school in the home local authority as quickly as possible. This includes admitting children above the published admission number to schools that are already full. Whilst each protocol covers only the schools in its local authority area, the home local authority **should** contact a neighbouring (maintaining) authority to help secure a school place in that area under its protocol where appropriate, and with the maintaining authority's agreement. The protocol process is in effect a safety net for where the normal procedures for in year admission have failed. It is not intended to be part of extended co-ordination.

3.45 There is a balance to be struck between finding a place quickly, when the place might be in an undersubscribed school or one facing challenging circumstances, and finding a school place that is appropriate for the child. In agreeing a protocol, the local authority, Admission Forum and admission authorities **must** ensure that no school, including those with places available, is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour or who are known to have a history of behavioural

⁵⁹ Section 88(1A) of the SSFA 1998.

problems. An agreed protocol **must** include timescales for considering and resolving individual cases that aim to best serve the interests of the parent and child. It **must** also describe who will take part in this process, how children will be allocated, how the decisions will be taken and who will be ultimately accountable for them (see Appendix 4, paragraph 12(d) for children without a school place).

- 3.46 Local authorities **must** monitor how well they are working by including in their annual report to the Schools Adjudicator⁶⁰ an assessment of their operation and effectiveness and a statement about how well the Fair Access Protocol has worked and how many children have been admitted to each school in the area under the Fair Access Protocol (see paragraph 4.9(a)(i)). See Appendix 3 for further information on placing children with challenging behaviour and for a list of examples of categories of children to be covered by protocols.
- 3.47 Local authorities, Admission Forums and admission authorities **must** ensure that all children who arrive outside the normal admissions round who may have difficulty securing a place are covered in their protocol. Children with special educational needs but without statements **must** be treated in at least the same way as all other applicants, but protocols **must** include arrangements for ensuring that, where there is prior need for particular support or for reasonable adjustments to be made for children with special educational needs or disabilities, such children are placed quickly. Children with statements of special educational needs that name a school and who arrive outside the normal admission round **must** be admitted to the school even if the school is full. Similarly, where a local authority directs an admission authority to admit a child in care, the governing body **must** admit the child to the school at any specified time during the year, even if the school is full, unless the School Adjudicator, or the Secretary of State for Academies, upholds an appeal from the admission authority⁶¹.

Timing of admission

- 3.48 While it is essential that children who have no school place are found one quickly, section 433 of the EA 1996 permits deferment of admission to the start of a school term. In cases involving school transfers that do not require a house move, or where there is no need for an immediate move, admission authorities may wish to arrange for a child to start at the school at the beginning of term to minimise disruption to their own and other children's education.

Information sharing when a child moves school

- 3.49 When a child moves from one school to another in England (either maintained or independent), the governing body of the school that the child moves from **must** transfer their educational record to the new school no later than 15 school days after the child ceases to be registered there. Where the governing body of the school does not know which school the child has transferred to, and it is not reasonably practicable for it to find out (e.g. by telephoning or writing to the parents), it **should** send a common transfer file for that pupil via the Secure Data Transfer (S2S) website⁶² identifying the destination school as 'unknown'. This information is then stored in the Lost Pupil Database. Schools which do not receive common transfer files for new pupils can ask local authority contacts to search this database to see if the files are there.

⁶⁰ Regulation 4 of the Local Authority Reports Regulations.

⁶¹ Section 97(3) of the SSFA 1998.

⁶² www.teachernet.gov.uk/S2S

Chapter 4

Ensuring a Fair Admissions System

This chapter explains the important responsibility that local authorities, Admission Forums and the Schools Adjudicator have in ensuring that school admission arrangements comply with admissions law and the requirements of this Code. It also sets out the requirement on local authorities to report annually to the Schools Adjudicator and the referral of objections of admission arrangements that are considered to be unfair or unlawful. Parents may also refer objections to the Schools Adjudicator if they consider that admission arrangements do not comply with the law or the mandatory requirements of this Code.

- **The Schools Adjudicator** – *the Schools Adjudicator has a key role in ensuring a fair admissions system by enforcing statutory requirements including the mandatory provisions of this Code (4.1)*
- **Admission authorities** – (4.5)
- **Local authorities** – (4.6)
- **Reports from local authorities to the Schools Adjudicator** – (4.7)
- **Referring objections to the Schools Adjudicator** – *local authorities **must** refer an objection to the Schools Adjudicator if they consider, or are made aware of any admission arrangements proposed by any other admissions authority that are unlawful (4.12)*
- **Objections by parents** – (4.14)
- **Categories and forms of objections** – (4.17)
- **Variation of determined admission arrangements** – *once admission arrangements have been determined for a particular academic year, they cannot be revised by the admission authority, except in very limited circumstances (4.23)*
- **Admission Forums** – (4.28)

The Schools Adjudicator

- 4.1 The Schools Adjudicator has a key role in ensuring a fair admissions system by enforcing statutory requirements including the mandatory provisions of this Code. Section 151 of the ESA 2008 places a new duty on the Schools Adjudicator to consider the legality of admission arrangements referred to him via the local authority report or the Secretary of State. The Schools Adjudicator may also consider any admission arrangements that come to his attention by other means and that he considers may not comply with statutory requirements or the mandatory requirements of this Code. He **must** decide whether they conform or not⁶³.
- 4.2 Once the Schools Adjudicator receives an objection about any maintained school he may consider the admission arrangements for that school as a whole, not just the specific subject of the objection, and the effect of these in the context of all the admission arrangements in the area. He **must** decide whether to uphold the objection.

⁶³ Section 88I of the SSFA 1998.

- 4.3 The Schools Adjudicator may also consider admission arrangements that he considers to be complex, including those that use complex points systems, and amend or replace them entirely (see paragraph 2.13). The admission authority **must** implement any decision made by the Schools Adjudicator.
- 4.4 Different arrangements apply for objections and variations to determined admission arrangements for an Academy (see paragraph 1.15). The Schools Adjudicator may advise the Secretary of State on whether he considers the arrangements of an Academy to be compliant. The Secretary of State will then reach a decision on any changes that are necessary.

Admission Authorities

- 4.5 All school admission authorities **must** ensure that the determined admission arrangements, for which they are responsible, comply with admissions law and are in accordance with the provisions of this Code. Admission authorities **must** use their power to refer an objection to the Schools Adjudicator if the admission arrangements at schools contravene admissions law, do not comply with the mandatory provisions of this Code or fail to follow its guidelines without justification.

Local Authorities

- 4.6 Local authorities have a duty under section 13A of the EA 1996 (as substituted by the EIA 2006) to ensure fair access to educational opportunity and have a key role in ensuring that school admission arrangements are lawful and comply with the mandatory provisions of this Code. They **must** ensure that admission arrangements for schools in their area for which they are the admission authority comply with all statutory requirements, are clear, objective and fair.

Requirement on local authorities to report on the legality, fairness and effectiveness of admission arrangements in their area

- 4.7 Section 88P of the SSFA 1998 and the Local Authority Reports Regulations require all local authorities to make a report to the Schools Adjudicator about the admission arrangements of schools in their area by 30 June each year. Local authorities **must** include arrangements of all maintained schools, Academies, City Technology Colleges (CTCs) and City Technology Colleges of the Arts (CCTAs) in their area. They **must** also report on the effectiveness of co-ordination of admissions for pupils to schools in their area, and for pupils in their area to other schools. Section 88Q of the SSFA 1998 and the Local Authority Reports Regulations⁶⁴ require all admission authorities in an area; the Admission Forum for an area; members of, and the clerk to, appeals panels in an area; the proprietors of Academies, CTCs and CCTAs in an area and; any other local authority in England to provide information to a local authority on request to complete the report.
- 4.8 In their reports, local authorities **must** include how admission arrangements have operated in the previous year and include a statement as to whether the admission arrangements determined for the following year comply with the requirements of this Code and statutory requirements. In preparing their report, local authorities that consider that an admission authority has determined unlawful arrangements **must** seek to ensure that the admission authority in question amends the unlawful arrangements⁶⁵.

⁶⁴ Regulation 6.

⁶⁵ Regulation 21 of the Admission Arrangements Regulations.

- 4.9 The Local Authority Reports Regulations⁶⁶ set out the following matters that reports will cover:
- a) For the academic year in which the report is made:
 - i. how well the Fair Access Protocol has worked and how many children have been admitted to each school in the area under the protocol;
 - ii. whether primary schools are complying with infant class size legislation;
 - iii. the number of admissions appeals held for each school in the area, and the number of appeals that were upheld;
 - iv. the extent to which the local authority and appeal panels in the area complied with the requirements of the Appeals Code, with reference to ensuring the timeliness and transparency of appeals, and effective communications with parents;
 - b) For the academic year which starts after the report is made:
 - i. the extent to which admission arrangements for schools in the authority's area serve the interests of children in care, children with disabilities, children with special educational needs and service children;
 - ii. the effectiveness of co-ordination;
 - c) For admission arrangements that have been determined in the April immediately before the date of the report is made:
 - i. a statement of whether or not admission arrangements for maintained schools in the area complied with the mandatory requirements of this Code and admissions law;
 - d) Other matters:
 - i. details about the current membership of the Admission Forum for the area;
 - ii. the proportion of children currently on free school meals at each school in the area; and
 - iii. any other matters which affect the fairness of admission arrangements for schools in the area.

The Schools Adjudicator and local authority reports

- 4.10 Local authority reports play an important part in monitoring schools' compliance with this Code and ensuring an open and fair admissions system. The Schools Adjudicator **must** ensure that admission arrangements which come to his attention via local authority reports, and any Admission Forum reports that he receives⁶⁷ comply with this Code and admissions legislation. This will form the basis of an annual report to the Secretary of State which will also include how fair access is being achieved locally. The Schools Adjudicator's annual report to the Secretary of State on fair access replaces the biennial report of the Schools Commissioner.
- 4.11 Where a local authority report, under section 88P of the SSFA 1998, states that admission arrangements for maintained schools do not or may not conform with statutory requirements or the mandatory requirements of this Code, the Schools Adjudicator **must** decide whether the arrangements are compliant. In the case of Academies he may advise the Secretary of State on whether he considers the arrangements are compliant and the Secretary of State will reach a decision on any changes that are necessary.

⁶⁶ Regulations 4 and 5.

⁶⁷ Section 88I(4) of the SSFA 1998.

Referring objections to the Schools Adjudicator

- 4.12 Local authorities **must** refer an objection to the Schools Adjudicator if they consider, or are made aware of, any admission arrangements proposed by any other admission authority that are unlawful, that do not comply with the mandatory requirements or guidelines in this Code, or that appear to be unfair, unclear and subjective or encourage social segregation. Local authorities **must** refer the objection as soon as such admission arrangements come to their attention. Local authorities may refer such an objection with their report or separately.
- 4.13 Local authorities **must** also consider carefully any representations they receive from parents about the admission arrangements for schools for which they are not the admission authority and whether they will use their power to make an objection to the Adjudicator.

Objections by Parents

- 4.14 This Code stresses the importance of setting admission arrangements that are clear and easily understood by parents; this is essential if all parents are to be able to express a preference of school for their child in an informed way. Under section 88C(3) of the SSFA 1998 as inserted by sections 105 and 151 of the ESA 2008, admission authorities have a duty to consult parents when determining admission arrangements (see paragraph 1.26). Once admissions arrangements have been determined, parents have the right to refer an objection to the Schools Adjudicator if they consider that they do not comply with the law or the mandatory requirements of this Code (see paragraph 4.1)⁶⁸.
- 4.15 Local authorities **must** publish a notice in a local newspaper and on their websites as soon as all the admission arrangements for schools in their area have been determined, setting out that they are available for inspection at the local authority's offices and such other places as the local authority may decide⁶⁹. Parents will therefore be able to access determined arrangements and consider whether to make an objection.

Members of Parliament

- 4.16 Parents may seek support and advice in making an objection from a variety of sources (e.g. local authority admission teams, Choice Advisers, Citizens Advice Bureaux) but they may also seek the support, advice and assistance of their Member of Parliament (MP). It is for MPs to consider how they can best support their constituents, but they may assist with the completion of a proforma available from the Schools Adjudicator's office for objections or assist their constituents in making an objection on the admission arrangements for Academies to the Secretary of State. They may also endorse or comment on the objection and provide evidence of the local context, which the Adjudicator may take account of in reaching his determination. Where a group of parents wish to make an objection about the same issue, the MP may facilitate the process of combining these to make the task easier for parents.

Categories and forms of objections

- 4.17 The Adjudicator **must** also consider the following categories and forms of objections:
- a) from admission authorities (including local authorities) on any aspect of the admission arrangements for a school for which they are not the admission authority;
 - b) from Admission Forums on any aspect of the admission arrangements for schools in the area which they cover;
 - c) from parents who live in the area to pre-existing partially selective admission arrangements, including any partial selection by ability (below the school sixth form); any

⁶⁸ Section 88H of the SSFA 1998 and Regulation 26 of the Admission Arrangements Regulations.

⁶⁹ Regulation 19 of the Admission Arrangements Regulations.

selection by aptitude other than for up to 10 per cent of places in a prescribed or formerly prescribed subject; and any form of pre-existing banding which does not meet the statutory forms of banding provided by section 101 of the SSFA 1998;

- d) from parents who consider that admission arrangements contain practices or oversubscription criteria that are unlawful or do not comply with the mandatory provisions set out in this Code;
- e) from parents who live in the area to the determination of an admission number which is lower than the one indicated by the net capacity formula⁷⁰;
- f) from governing bodies of community and voluntary controlled schools to any admission number determined by the local authority for their own school but not to any other aspects of the admission arrangements for their school;
- g) from governing bodies of community and voluntary controlled schools to the admission arrangements of other schools within the relevant area, although they may not object to the admission arrangements for other community and voluntary controlled schools whose admission arrangements have been determined by the local authority;
- h) from local authorities or governing bodies of any categories of schools to all partially selective admission arrangements. Complaints may be made to the Schools Adjudicator about tests that are not objective, or which appear to test for ability or another aptitude, even where selection for a proportion of places by aptitude is accepted; and
- i) from religious authorities about admission arrangements at schools designated as of their faith or denomination.

4.18 In addition to the above, the Schools Adjudicator **must** also consider any referrals made to him by the Secretary of State. In relation to Academies, the above objections where relevant will be considered by the Secretary of State.

4.19 The Schools Adjudicator **must** consider each case on its individual merits, taking account of the reasons for disagreement at local level and in the light of the legislation and the mandatory provisions and guidelines set out in this Code.

4.20 The date by which objections **should** be referred to the Schools Adjudicator in the determination year is 31 July⁷¹. The Schools Adjudicator has discretion to consider late objections.

4.21 The Adjudicator is not able to consider objections about aspects of admission arrangements for which other statutory procedures are required⁷². For example, the Adjudicator may consider objections to the admission arrangements of grammar schools, but not about the principle that a grammar school selects its pupils on the basis of high academic ability.

4.22 The Adjudicator may uphold, reject or partially uphold objections or referrals made to him⁷³. When considering admission arrangements brought to his attention, the Adjudicator may decide changes are appropriate and specify changes to be made. The admission authority **must** revise their admission arrangements immediately to give effect to the Adjudicator's decision. An Adjudicator's determination is binding and enforceable.

⁷⁰ Regulation 27 of the Admission Arrangements Regulations.

⁷¹ Regulation 25 of the Admission Arrangements Regulations.

⁷² Regulation 24(2) of the Admission Arrangements Regulations.

⁷³ Section 88J of the SSFA 1998.

Variation to determined admission arrangements

- 4.23 Once admission arrangements have been determined for a particular academic year, they cannot be revised by the admission authority except in the very limited circumstances described in paragraphs 4.26 to 4.27.
- 4.24 The Admission Arrangements Regulations 2008 (see paragraph 4 of the introduction) permit admission authorities to amend their admission arrangements to ensure that they comply with the law and the mandatory requirements of this Code, for example, to include mandatory criteria, such as those related to children in care, or to remove prohibited criteria or practices, such as any of those listed in paragraph 2.16. These arrangements **must** be changed to comply with the mandatory provisions of this Code.
- 4.25 Section 88E(1) of the SSFA 1998 permits a referral of a proposal to the Schools Adjudicator by an admission authority who considers that as a result of a significant change in circumstance, a variation to admission arrangements is required. There is no statutory definition of a major change of circumstance, but it is considered to be a serious and unexpected event affecting the provision of education at the school.
- 4.26 Admission authorities **must** decide whether it is necessary to refer a variation to the Adjudicator⁷⁴. They **must not** do so once the deadline for applying for a school place has passed, unless a major change in circumstances makes this unavoidable. A request to the Adjudicator for a variation is not always necessary. Changes that would not require a referral, for example, include:
- a) where a misprint occurred in the published admission arrangements; or
 - b) where admission arrangements are changed to accommodate a locally agreed fair access protocol for the sharing of children outside the normal admissions round.
- 4.27 Section 88K(4)(d) of the SSFA 1998 and the School Admission Arrangements Regulations 2008⁷⁵ provide for an admission authority to revise its admission arrangements where it believes this to be necessary to achieve consistency with a decision made in relation to a local school by the Adjudicator, or the Secretary of State, to uphold an objection to another admission authority's admission arrangements. If an admission authority wishes to seek such a revision, it **must** do so within two months of the Adjudicator's decision being made, and **must** notify each of the admission authorities which it was required to consult about the arrangements which it is seeking to revise. Following the amendment of any admission arrangements, the admission authority **must** also notify all the bodies and persons that were consulted before the arrangements were determined about the variation.

Admission Forums

- 4.28 Section 85A of the SSFA 1998 requires all local authorities to establish an Admission Forum. Admission Forums provide a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved. Their main focus is to consider the fairness of arrangements in their local context. Admission authorities of all maintained schools and Academies, when exercising their functions, **must** have regard to any advice offered by the Forum. Local authorities may establish a joint forum with one or more other local authorities to consider and advise on admissions in more than one authority area.

⁷⁴ The Secretary of State will consider variations to determined admission arrangements for Academies.

⁷⁵ Regulation 32 of the Admission Arrangements Regulations.

Membership of Forums

- 4.29 It is important that Admission Forums reflect the needs of their local community. The membership of Forums is set out in the Local Authority Reports Regulations⁷⁶ and their membership **must** reflect the types of schools in the locality: a representative from each faith group represented by schools in the area; parent and community representatives; up to two local authority representatives (as the admission authority for community and voluntary controlled schools); local employers and; other representatives, which could, for example, include service personnel, and Choice Advisers.
- 4.30 The membership of an Admission Forum **must not** exceed 20. The local authority will report to the Schools Adjudicator on the membership of the Admission Forum as set out in paragraph 4.9(d)(i). The Schools Adjudicator **should** refer matters concerning membership and the prescribed maximum limit of an Admissions Forum to the Secretary of State where they do not comply with paragraphs 4.29 and 4.30.

Statutory role of Admission Forums

- 4.31 Admission Forums have a key role in ensuring a fair admissions system that promotes social equity and **must**, under section 84 of the SSFA 1998, act in accordance with this Code. Part of their role is to advise local authorities and admission authorities on matters relating to school admissions – any advice that they give **must** then be made available to any person with an interest⁷⁷. Admission Forums **must**:
- a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the local authority;
 - b) promote agreement on admission issues;
 - c) review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus (see Appendix 4) and the delivery of Choice Advice (see Appendix 5) within the area of the Forum;
 - d) consider the effectiveness of the authority's proposed co-ordinated admission arrangements, and advise on whether the authority's proposed co-ordinated admission arrangements differ substantially from the previous year;
 - e) consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
 - f) monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under section 86(1) of the SSFA 1998 and in accordance with this Code (see Chapter 3);
 - g) promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
 - h) monitor the effectiveness of local authority Fair Access Protocols (see Chapter 3); and
 - i) consider any other admissions issues that arise.

⁷⁶ Regulation 8 of the Local Authority Reports Regulations.

⁷⁷ Regulation 16 of the Local Authority Reports Regulations.

Ensuring fair access

4.32 In discharging these responsibilities, an Admission Forum **should**:

- a) refer an objection to the Schools Adjudicator where either it identifies admissions policy, practice or oversubscription criteria of a school that may be unfair, unlawful or that contravene the mandatory provisions of this Code, or where its advice has been disregarded by admission authorities; and
- b) review the impact of local admissions policies on achieving fair access.

Reports on effectiveness of local admission arrangements

4.33 Admission Forums have an important power, under section 85A(1A) of the SSFA 1998, to produce an annual report about all maintained schools and where they choose to do so, the report **must** include Academies. Admission Forums are not expected to produce complex reports that duplicate the local authority report to the Schools Adjudicator on admission arrangements in their area. They **should** have the flexibility to report as they see fit on matters that are of local interest, and provide input to the local authority report. The power for Admission Forums to report to the Schools Adjudicator replaces the power to report to the Schools Commissioner. This is part of the School Adjudicator's widened role to enforce fair access and report annually to the Secretary of State on how it is being achieved locally. The Schools Adjudicator will also use the local authority reports to inform this annual report.

Appendix 1

Other Relevant Legislation

1. This appendix sets out the primary legislation and Regulations most relevant to admissions decisions. Admission authorities, Schools Adjudicators, appeal panels, local authorities, maintained schools and Academies **must** comply with the relevant law as well as acting in accordance with the provisions of this Code and following its guidelines. The information here aims to signpost the relevant law; it does not aim to provide definitive guidance on interpreting the law: that is for the courts.

Sex Discrimination Act 1975

2. Under the Sex Discrimination Act 1975, admission authorities **must not** discriminate between boys and girls in the way they admit them to a school except where the school in question is a single sex school. Admission arrangements for a co-educational school or co-educational boarding school may not be used to achieve a fixed proportion of boys or girls at the school, as this may breach the Act, which requires that at any time an applicant is not disadvantaged on the basis of his or her gender.

Race Relations Acts 1976 and 2000

3. The Race Relations Act 1976 makes it unlawful for admission authorities to discriminate against applicants on the basis of race, colour, nationality or national or ethnic origin. That Act, as amended by the Race Relations (Amendment) Act 2000, imposes on specified bodies and persons, including local authorities and schools, a duty to promote racial equality. They **must** have regard to the need to eliminate unlawful racial discrimination; promote equality of opportunity; and promote good relations between people of different racial groups. The governing bodies of schools have specific duties under Articles 3(1), 3(2), 3(3), and 3(5) of the Race Relations Act 1976 (Statutory Duties) Order 2001. Governing bodies **must** have a written statement of their policy for promoting race equality. Local authorities **must** also publish a race equality scheme, which includes similar duties to assess and monitor the effects of their policies, including monitoring admissions to schools. Local authorities are encouraged to use their co-ordinated scheme for allocating school places, for this monitoring purpose.

Human Rights Act 1998

4. The Human Rights Act 1998 confers a right of access to education. This right does not extend to securing a place at a particular school. Admission authorities, however, do need to consider parents' reasons for expressing a preference when they make decisions about the allocation of school places, to take account of the rights of parents under the Act, though this may not necessarily result in the allocation of a place. These might include, for example, the parents' rights to ensure that their child's education conforms to their own religious or philosophical convictions (so far as is compatible with the provision of efficient instruction and the avoidance of unreasonable public expenditure).

Disability Discrimination Acts 1995 and 2005

5. Under the Disability Discrimination Act 1995 admission authorities have a duty not to discriminate against disabled children and prospective pupils in their access to education. Three distinct aspects of admission are specifically covered by the new legislation. Admission authorities **must not** discriminate against a disabled child:
 - a) in the arrangements they make for determining pupil admission to the school; or
 - b) in the terms on which they offer to admit a disabled child to the school; or
 - c) by refusing or deliberately omitting to accept an application for admission.
6. Further guidance on this is given in the Disability Rights Commission Code of Practice.
7. Under the Disability Discrimination Act 2005 public authorities, including schools and local authorities, have a duty when carrying out their functions to have due regard to the need to:
 - promote equality of opportunity for disabled people;
 - eliminate unlawful discrimination;
 - eliminate disability related harassment;
 - promote positive attitudes towards disabled people;
 - encourage disabled people's participation in public life; and
 - take account of disabled people's disabilities even where that involves more favourable treatment.

Local authorities and schools **must** produce and publish a Disability Equality Scheme showing how they will promote equality of opportunity for disabled children, staff and those for whom they provide services, and an annual Action Plan showing how they are carrying out their scheme. The duty applied to secondary schools and local authorities from December 2006 and has applied to primary schools and special schools since 3 December 2007.

A Disability Equality Scheme **must** show:

- a) how disabled people with an interest in the Scheme have been involved in its development;
- b) the methods for assessing the impact of policies and practices on equality for disabled persons;
- c) the steps that will be taken to promote equality of opportunity for disabled people;
- d) the arrangements for gathering information on the effect of policies and practices on disabled people, including information on recruitment, development and retention of disabled employees; educational opportunities for and achievements of disabled children; and
- e) the arrangements for making use of this information to help promote equality of opportunity.

The Disability Equality Scheme covers all the activities of an authority or school and is therefore relevant to admissions.

Equality Act 2006

8. Section 49 of the Equality Act 2006 sets out provisions in relation to schools. It is unlawful in general for maintained schools, independent schools and non-maintained special schools to discriminate against a person on the grounds of that person's religion or belief in the following ways:
- a) in the terms on which it offers to admit him/her as a pupil;
 - b) by refusing to accept an application to admit him/her as a pupil; or
 - c) where he/she is a pupil of the establishment:
 - i. in the way in which it affords him/her access to any benefit, facility or service;
 - ii. by refusing him/her access to a benefit, facility or service;
 - iii. by excluding him/her from the establishment; or
 - iv. by subjecting him/her to any other detriment.

A "pupil" means any person who receives education at the establishment in question.

9. However, education is a unique area in which to legislate, especially in such areas as discrimination on grounds of religion or belief, both because of the long tradition in this country of schools with a religious character, and because of the requirements on all schools to provide religious education, sex education, and a daily act of worship of a broadly Christian character. Taken alone, the prohibition of discrimination on grounds of religion or belief would create certain difficulties for schools. Certain limited exceptions have therefore been written into the Act to permit important aspects of education in this country to continue to be delivered. Consequently, those schools designated by the Secretary of State as having a religious character (faith schools) are exempt from the provisions making it unlawful to discriminate on the grounds of religion or belief when oversubscribed in the terms on which it offers to admit a child as a pupil or by refusing to accept an application to admit him as a pupil. Other exceptions for faith schools concern:
- a) the content of the curriculum; and
 - b) acts of worship or other religious observance organised by or on behalf of an educational establishment (whether or not forming part of the curriculum).
10. In this context the term "religion" means any religion and "belief" means any religious or philosophical belief. References to religion or belief do, however, also include a reference to a lack of religion or belief.
11. The body responsible for ensuring that no discrimination takes place differs depending on the type of school. For maintained schools, it will be the local authority or the governing body, depending on who took the decision or action complained of; whereas for independent schools and special schools not maintained by the local authority, the responsible body will be the proprietor of the school.

12. Many schools will already have in place fair, non-discriminatory policies for dealing with pupils and their parents. They may not need to make any change to these in order to comply with the Act. Indeed, schools often lead the way in our multicultural and multi-faith society, in practising and teaching about equality, inclusion and recognising diversity.
13. However, all schools need to be aware of their obligations and to review their policies and practices to make sure these meet the requirements of the Act, even if they believe that they are already operating in a non-discriminatory way.
14. The relevant provisions set out that schools (except those designated as having a religious character) will not be allowed to admit or refuse to admit pupils on the basis of religion or belief, or lack of it, and **must** treat pupils equally irrespective of their or their parents' religion including in relation to providing access to benefits, facilities or services on the same grounds. They also provide that pupils cannot be excluded or subjected to any detriment on the basis of their or their parents' religion or belief (or lack of it).

Admission appeals

15. Section 94 of the SSFA 1998 provides that parents may appeal against decisions "as to the school at which education is to be provided for the child in the exercise of the authority's functions". Admission authorities are required to inform parents, through the local authority, of their right of appeal, and also to establish panels to which parents can appeal against decisions to refuse admission to preferred schools. Section 94, as amended by the ESA 2008 now also enables children to appeal against decisions refusing them access to a school sixth form, or, in the case of children over compulsory school age, to a school to receive education other than sixth form education (see paragraph 2.3 of the School Admission Appeals Code).
16. The Appeals Regulations set out the constitution of admission appeal panels. They also make provision for appeals made separately by a parent and a child in respect of the same school to be heard together. The School Admission Appeals Code imposes mandatory requirements and provides guidelines on how panels are set up and how hearings are conducted.
17. Admission authorities **must** admit a child whose parents have won an appeal. If the admission authority wants to challenge the decision of the appeal panel, it may seek judicial review. The Secretary of State has no jurisdiction over the decisions of appeal panels. The process described in paragraphs 15-17 above also applies to Academies through their Funding Agreements.
18. The appeal panel **must** refer to the Schools Adjudicator any admission arrangements brought to their attention that they consider to be in breach of this Code.

Appendix 2

Statutory Requirement of Co-ordinated Admission Schemes for Admission in 2010

1. Co-ordinated admission schemes simplify the admission process for parents and establish mechanisms ensuring, so far as reasonably practicable, that every parent of a child living in the local authority area who has applied for a school place in the 'normal admission round' receives an offer of one, and only one, school place on the same day. This appendix sets out the key statutory requirements and obligations placed on local authorities and admission authorities in formulating and establishing schemes.
2. The Co-ordination Regulations cover both secondary schools (defined as schools admitting children at age 11 or later) and primary schools (those schools admitting at ages below 11 which also includes, for this purpose, middle schools⁷⁸).

Agreeing schemes for admission to schools

3. Once local authorities have formulated a scheme for their areas, they **must** pass the scheme for review to the Admission Forum, who may suggest amendments. The local authority **must** then consult all other admission authorities in the area and secure their agreement to the scheme. Academies are required to participate in co-ordinated admission arrangements by their Funding Agreements. Local authorities **must** seek the views of Academies in their area on the proposed scheme, and their agreement to it, they **must** also invite City Technology Colleges to participate.

Schemes imposed by the Secretary of State

4. If a local authority does not notify the Secretary of State by 15 April in the determination year that a scheme has been adopted for the following academic year, the Secretary of State may impose a scheme; or where an imposed scheme was in place for the previous year, he may notify the local authority that the scheme will continue for a further year.
5. Where the Secretary of State has imposed a scheme and not revoked it a local authority and its schools may decide to adopt the scheme in a subsequent year. If the local authority subsequently adopts a scheme agreed with other admission authorities, in accordance with the Co-ordination Regulations, they **must** notify the Secretary of State so that the imposed scheme can be revoked. Where a scheme from a previous year is being adopted, or has been imposed in relation to the previous year (and all admissions authorities have agreed to adopt it for a further year), confirmation **must** be sent to the Secretary of State by 15th April. It will not be necessary to send a copy of the scheme.

⁷⁸ Primary, secondary and middle schools are defined in section 5 of the EA 1996 and further guidance on middle schools is contained in the Education (Middle Schools) (England) Regulations 2002 (SI 2002/1983).

6. Schemes **must** state the mechanism to be used to decide which place will be offered in the event that offers could be made at two or more schools. Schemes **must** stipulate that, wherever possible, parents will receive the highest available preference. If none of the parents' preferences are available the scheme **must** say clearly how a place at another school will be allocated. Another school **must** be allocated unless there are insufficient places remaining in the local authority; in this case, all remaining places **must** be allocated so that a minimum number of children are without the offer of a school place. Schemes **must** also set out how late applications, and arrangements for admissions outside the 'normal admission round' will be handled.

Main obligations imposed by the Co-ordination Regulations

7. The main obligations on local authorities and other admission authorities within schemes are:
- For secondary schools:
- a) The common application form **must** allow parents to express at least 3 preferences, which may be for schools within or beyond their home local authority area, and the reasons for their preferences.
 - b) Local authorities and admission authorities in the area **must** exchange information on applications made and potential offers by the dates specified in the scheme.
 - c) Local authorities **must** pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority **must** inform the home local authority if it intends to offer a place, by the dates specified in the scheme.
 - d) The maintaining local authority **must** tell the home local authority if it could offer a place. The home local authority may take account of this in deciding whether or not to offer the parent a place at a school in its own area, but **must** explain its intentions clearly to parents in its composite prospectus.
 - e) Offers of places **must** be sent on 1 March (or the next working day if the 1st is not a working day) in the year during which a child will be admitted to school by the home local authority. Schools **must not** contact parents about the outcome of their applications until after these offers have been received. Only the local authority can make an official offer.
 - f) Parents who cannot be offered one of their preferred schools **must**, if there are places available, be offered a place at another school.
 - g) While there is no requirement to co-ordinate fully across borders, it is good practice for local authorities to eliminate multiple offers of places across borders and many local authorities already co-ordinate in this way. The Co-ordination Regulations provide that where a place can potentially be offered at schools in two or more local authority areas, and the local authorities concerned agree, only one offer of a place is made. Where they do so, schemes **must** specify which local authority will make the offer of a single place. However, it is still possible that some parents who have applied for schools within their own local authority and elsewhere may receive an offer from each local authority.
 - h) Schemes **must** continue after 1 March to ensure that places which become available are reallocated effectively.

For primary schools:

- i) The common application form **must** allow parents to apply for any primary school in their home local authority area, and to give reasons for their preferences. If parents apply direct to a school, the governing body **must** inform the local authority.
- j) Parents resident in one local authority who wish to apply for a place at a primary school maintained by another local authority **must** apply through the common application form for the local authority which maintains the school they wish to apply to.
- k) Local authorities and admission authorities in the area **must** exchange information on applications made and potential offers by the dates specified in the scheme.
- l) Places **must** be offered on the date designated in the scheme by the local authority. Where admission authorities normally admit children to primary school at two or three points in the academic year, they **should** make all offers at the same time. Places allocated to children whose parents have deferred their entry until later in the same academic year cannot be offered to another child, unless the parent withdraws acceptance of the place.
- m) A maintaining local authority **must** inform the home local authority if it intends to offer a place at one of its schools to a parent living in a different local authority area. Local authorities **should** exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible.

Applications to schools with a different age of transfer

- 8. The Education (Middle Schools) (England) Regulations 2002 define 'middle schools' and whether they are classified as primary or secondary schools which depends on the age range of the pupils. For the purposes of co-ordination middle schools with an entry age before 11 are to be treated in the same way as primary schools; upper schools (with an entry age after 11) are to be treated as secondary schools.
- 9. For middle deemed primary schools, the maintaining local authorities **must** make an application form available and make the offer. For middle deemed secondary schools, the home local authority **must** make an application form available to any parent in the area who wishes to apply to a school in a neighbouring area which operates a different age of transfer. The home local authority **should** accept applications in the same way as it would for its own normal admissions round. It **should**, if preferred schools are in another area, pass forms to neighbouring authorities, who **should** apply their co-ordinated scheme. The maintaining local authority **should** inform the home local authority if a place is to be offered in one of its schools. The maintaining local authority will inform the parent of the outcome of the application.

Appendix 3

Fair Access Protocols

1. Local authorities, working with parents, **should** draw up reintegration plans for permanently excluded pupils at an early stage, but it is not expected that all permanently excluded pupils are to be reintegrated to a mainstream school.
2. In general, pupils **should not** be reintegrated to mainstream schools unless they are ready and schools **should not** be required or pressured into taking a pupil until their behavioural problems have been assessed, suitably addressed and they are ready to take the step back into a mainstream setting. In addition, some pupils may benefit from an early start in a further education college or other setting.
3. Local authorities **should** offer schools additional help to reintegrate some pupils, for example, Pupil Referral Unit (PRU) teachers continuing to work with the pupil when they have returned to mainstream school or a dual registration arrangement where, for a short time, the pupil spends part of the week in a PRU and part in the school, to ensure a smooth transition.
4. Local authorities **must** consider the circumstances of the individual pupil, in terms of what is best for them, whether they are ready for mainstream schooling and, if so, which mainstream school will be best able to meet their needs. This principle **should** also guide the operation of Fair Access Protocols. Protocols **should** avoid an inflexible approach, where schools are routinely expected to admit the next child in line without any consideration of other factors. The allocation of pupils **should** be equitable with no one school or Academy being required to take a disproportionate number of challenging children.
5. Schools cannot cite oversubscription as a reason for not admitting a pupil under a Fair Access Protocol. Hard to place pupils **should** be given priority for admission over others on a waiting list or awaiting an appeal. Schools **must** respond quickly to requests for admission so that the admission of the pupil is not delayed and **should not** insist on an appeal being heard before admitting a child under a Protocol. Schools **should not** refuse to admit a pupil who has been denied a place at that school at appeal, if the Protocol identifies that school as the one to admit the child.
6. As part of assessing the suitability of a placement for a pupil, the local authority (or placement panel) **must** take account of any genuine concerns about the admission, for example a previous serious breakdown in the relationship between the school and the family, or a strong views about the religious ethos of a school.
7. Wherever possible, pupils with a religious affiliation **should** be matched to a suitable school, but this **should not** override the protocol if the school is unable to take the pupil, or if the pupil identified for the school does not have that affiliation.

8. Protocols **must** include, as a minimum, children of compulsory school age in the following categories:
- Children attending PRUs who need to be reintegrated back into mainstream education;
 - Children who have been out of education for longer than one school term;
 - Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
 - Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
 - Children of refugees and asylum seekers;
 - Homeless children;
 - Children with unsupportive family backgrounds, where a place has not been sought;
 - Children known to the police or other agencies;
 - Children without a school place and with a history of serious attendance problems;
 - Traveller children;
 - Children who are carers;
 - Children with special educational needs (but without a statement);
 - Children with disabilities or medical conditions;
 - Children returning from the criminal justice system; and
 - Children of UK service personnel and other Crown Servants.

Appendix 4

Publication of Information for Parents

1. This appendix provides guidance to local authorities and schools on the publication of information about the admissions process for parents.

Informing parents about determined admission arrangements and their right to object

2. It is important that parents are involved in the admissions process locally to enable them to shape and influence the school system in their area. As set out in Chapter 4, parents have various rights of objection. To ensure parents are able to do this within the specified short timescale, it is important for local authorities and schools to provide clear information about the determined admission arrangements each year. The requirements on local authorities and schools in this respect are set out in Admission Arrangements Regulations.
3. Once admission authorities have determined their admission arrangements, they **must**, within 14 days, give notice in writing to their local authority (where they are not the local authority themselves), other bodies consulted with and any parents that responded to the consultation. They **must** also place a copy of the determined arrangements on their website, where they have one, which **must** be displayed for the whole offer year, unless amended⁷⁹.
4. Local authorities **must**, by 1 May in the determination year, publish on their websites, the determined admission arrangements for all schools, Academies, CTCs and CCTAs, along with the following information which **must** be published in local newspapers:
 - a) The fact that the determined admission arrangements for all schools in the area of the authority are available on the local authority's website and for inspection in the local authority's offices (and any other areas they consider appropriate).
 - b) A statement of a parent's right of objection to the Schools Adjudicator for maintained schools, and the Secretary of State for Academies, as set out in Chapter 4, along with where to submit the objection to, the date by which this **should** happen, and how to access further help from the local authority in making objections.
5. Admission authorities for schools with pre-existing selection admission arrangements **must** comply with paragraphs 4(a) and 4(b) within 14 days of their arrangements being determined. Regulation 20(2)(b) of the Admission Arrangements Regulations sets out additional requirements for admission authorities for schools with a determined admission number that is lower than the current indicated admission number.

⁷⁹ Part 1 of Schedule 2 of the School Information Regulations.

Composite prospectuses for parents: admission arrangements and how the admissions process works

6. Parents need to be able to make informed decisions when applying for a school place for their child. Schools and local authorities **must** provide parents with all relevant information prior to them applying. It is easier for parents to understand local admissions systems that are clear, fair and objective. Above all, parents need to be able to understand whether they have a realistic chance of being offered a place for their child at any particular school and clear, timely information is critical to determining this.
7. Each year, local authorities **must** publish a composite prospectus for parents by 12 September in the offer year, which contains information about each of the maintained schools, Academies, CTCs and CCTAs in the relevant area, to assist parents when applying for a school place. Information that is required for inclusion in these prospectuses is set out in the School Information Regulations and is summarised below⁸⁰. Whilst these prospectuses contain information on every school in the area, it is advisable for parents to also seek other information to assist them with making their choices, such as through schools prospectuses, school open days, and through DCSF achievement and attainment tables.
8. Local authorities **must** publish their composite prospectuses on their websites and make hard copies available for distribution without charge to parents on request, as a minimum, at the local authority offices and in every school maintained by the local authority, and every Academy, CTC and CCTA, throughout the offer year.
9. It is helpful for parents to have access to the information they need in one place. However, where there are many schools in an area, local authorities may wish to publish more than one composite prospectus covering each of primary schools and secondary schools separately; or schools in different regions within the area covered by the relevant area, providing they each cover all the required information set out in paragraph 12 below.
10. If parents request copies of information that local authorities and school governing bodies publish free of charge in a version translated in to a language other than English or produced in Braille or audio tape, this **must** be provided free of charge.

Information to be included in the Composite Prospectus

11. Local authorities are required to include a range of information in their composite prospectuses to ensure families have access to comprehensive information that enables them to make an informed choice of which schools to apply for.

⁸⁰ Regulation 5 and Schedule 2 of the School Information Regulations.

General information

12. Local authorities **must** publish the following information in their composite prospectuses⁸¹:
- a) The postal and website addresses and telephone numbers of the offices of the local authority to which enquiries in respect of primary and secondary education in their area should be addressed.
 - b) A summary of the local authority's co-ordinated scheme as determined each year alongside a clear explanation of the stages in the process of applying for a school place so that parents understand this procedure and the role the local authority and schools play within it. As a minimum, local authorities **must** include:
 - i. How to apply to schools. In promoting sustainability, local authorities **should** encourage families to submit applications online wherever possible, explaining the benefits of doing so, whilst making clear that they can also submit a paper application.
 - ii. The deadline for submitting applications.
 - ii. The date on which parents will be sent the outcome of their application.
 - iii. Information about parents' statutory right of appeal against refusal of a school place and the timetable for appeals.
 - iv. How late applications will be dealt with.
 - v. The arrangements for the transfer between maintained schools in the local authority at stages other than the normal admission round.
 - c) A copy of the common application form. Local authorities **must** include details in their prospectuses and online of how to complete and submit these forms.
 - d) A full explanation of the local authority's Fair Access Protocol, with an explanation that children without a school place must take precedence over children on a waiting list attending another school.
 - e) A summary of the local authority's sustainable modes of travel strategy and what travel arrangements the authority makes as follows:
 - i. Local authorities are required to make free travel arrangements for 'eligible' children, who are those for whom travel arrangements always have to be made i.e. children with special educational needs, a disability or a temporary medical condition, children who cannot be expected to walk to school because of the nature of the route, children who live outside statutory walking distance, and children from low income families. Children who are 11 or over, from low income families and whose parents have chosen the school on the grounds of religion or belief are also eligible⁸².
 - ii. Local authorities have a discretionary power to make travel arrangements for any children not covered by the above provision. Local authorities **should** indicate the extent to which they meet all or part of the travel costs⁸³.

⁸¹ Part 1 of Schedule 2 of the School Information Regulations.

⁸² Section 508B of the EA 1996.

⁸³ Section 508C of the EA 1996.

Information in respect of each school mentioned

13. To enable local authorities to compile and publish composite prospectuses for parents which include accurate and the most up to date information, the governing bodies of each maintained school in the local authority's area **must** provide the local authority with the information by 8 August in the offer year in respect of the admission arrangements set in the determination year⁸⁴. Academies, through their funding agreements, **must** also provide their local authority with the information as required, which **should** be by 8 August unless otherwise agreed. As the local authority is the admission authority for community and voluntary controlled schools, the governing bodies for these schools **must** provide information specified at paragraph 13(h) and any other information set out below, on request by the local authority.
- a) The name, postal address, website address (where they have one), and telephone number of the school, including a contact name to whom enquiries should be addressed.
 - b) the classification of the school as broken down by one of each of the following sub-categories:
 - i. Either community, foundation, voluntary controlled, voluntary aided, Academy, CTC or CCTA.
 - ii. Either primary, middle or secondary.
 - iii. Either co-educational or single-sex.
 - iv. Either day or boarding, or a school taking both day and boarding pupils
 - v. In the case of a selective school, the basis of that selection as set out in paragraphs 2.76 to 2.98 of the Code.
 - vi. In the case of a school designated as having a religious character, the religious denomination or denominations of the school.
 - vii. In the case of a school designated with a specialist status, the subject or subjects of that specialism.
 - c) The expected number of pupils on roll at the school and the school's age range.
 - d) The published admission number for each stage of entry, along with the number of preferences expressed for places in the previous application year. Where possible, schools **should** indicate the number of successful applications admitted in the previous year, including the criteria under which they were accepted, and whether this reflects the pattern of recent years.
 - e) The determined admission arrangements for the school for each point of entry (e.g. including for entry to the school sixth form where relevant). This will include the oversubscription criteria that will be used to allocate places if there are more applicants than places available at a particular school in accordance with Chapters 1 and 2 of this Code. It will also include whether the school has adopted the use of a supplementary information form as part of their admission arrangements, and information about how a copy of that form can be obtained. Supplementary information forms **must**, as a minimum, appear on the local authority's website and school's website (where they have one) and be available on request in hard copy at the local authority's offices.
 - f) Whether the determined admission arrangements are the subject of an objection referred to the Schools Adjudicator, or, for Academies, the Secretary of State, and the date on which that was referred.

⁸⁴ Regulation 7 of the School Information Regulations.

- g) In the event that the school is oversubscribed the length of time the waiting list will be maintained for.
- h) Information on how parents can access sources of general information about the school, including information on annual school achievement and attainment tables, published reports of recent school inspections, school open days and the school's uniform policy.
14. Local authorities **must** include all the relevant information as set out above in their composite prospectuses in respect of each school in the composite prospectus area. Where an objection has been raised against a school's admission arrangements and the Schools Adjudicator has not reached a decision in time for the publication date, local authorities **must** still publish in their composite prospectus the determined admission arrangements along with a statement that an objection is still outstanding and the arrangements may be subject to change, and details of how to access the final arrangements. Where admission arrangements have been amended following publication of the composite prospectus, local authorities **must** provide details of these revised arrangements, as a minimum, on their websites and in hard copy on request⁸⁵.
15. Admission Forums **must** review the composite prospectus made available to parents and advise local authorities on what more is needed to raise the standard to ensure that it is the best it can possibly be⁸⁶.
16. In addition to the published information they provide, it is good practice for local authorities to work with schools and other partners to offer targeted Choice Advice to parents who are unable to or unsure about how to use the information provided about applying for school places. Choice Advice may be delivered in or out of school and **should** take the form of group or one-to-one sessions for those needing additional support. The aim of these sessions is to ensure that every parent has the right information to make the optimum choice possible for their child. Further detail of how local authorities can deliver Choice Advice is contained in Appendix 5.

⁸⁵ Part 2 of Schedule 2 of the School Information Regulations.

⁸⁶ Regulation 16(2)(d) of the Local Authority Reports Regulations.

Appendix 5

Choice Advice

Introduction

1. Admission arrangements can appear complex. This Code makes clear the importance of ensuring straightforward procedures that are easily understood and that all parents can access and navigate. However, there will always be some parents who will find the system more difficult to understand and challenging to operate than others or who are unwilling to engage with the process.
2. Children **must not** be disadvantaged because their parents have difficulty accessing the school admissions process or do not engage with the process of applying for a school.
3. Section 86(1A) of the SSFA 1998 places a duty on local authorities to provide advice and assistance to parents when they are deciding which schools to apply for. However, some of the parents most in need of support may be reluctant or unable to access help from traditional sources. Such parents require more intensive support from professionals who act independently from the local authority and work pro-actively to identify and reach them.
4. Choice Advice will enable those parents who find it hardest to navigate the secondary school admissions system to make informed and realistic decisions about which schools to apply for in the best interests of their child. This will place these families on a level playing field with other families who are better able to navigate the admissions process.
5. The Department provides funding through the Area Based Grant to enable each local authority to provide an independent Choice Advice service in their area.

Requirement to provide support to those parents who most need help in navigating the secondary school admissions process

6. Local authorities have the flexibility in deciding how best to deliver their Choice Advice service locally, but they **must** provide an independent service that is focused on supporting the families who most need support in navigating the secondary school admissions process. They may also provide Choice Advice at the primary school admission stage and for in-year admissions.
7. The service **should** be made available to all members of the family who have caring responsibility for the child and require extra support, including parents who are not normally resident with the child. Wherever possible, the child **should** be included in any discussions and provided with appropriate advice so that they are able to express an informed view about the school they would like to attend.

8. Where a parent requiring support lives in one local authority area and their child attends primary school in another local authority area, Choice Advice **should** be provided by the local authority in whose area the family resides, the home local authority. However, by local agreement, it could be provided by the local authority in whose area the child attends school.

Independence

9. Choice Advice **must** be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive. It **must** include impartial advice on all relevant local schools, including those not within the local authority's own area.
10. Local authorities can secure the independence of the service in a variety of ways, for example, by contracting with a voluntary sector organisation or incorporating it into the Family Information Service or Parent Partnership Service. They **must** ensure that, as a minimum, Choice Advisers are not in the same management chain or reporting lines as the local authority's admissions staff.

Targeting Choice Advice

11. Choice Advice **must** be targeted at those parents who most need support with the secondary school admissions process. Target groups will vary between local authorities depending on local circumstances but are likely to include disadvantaged parents and those who are unwilling to engage with the secondary school admissions process.
12. Local authorities and Choice Advisers **should** market their service to ensure that they reach the families most in need of their support and that other relevant agencies and professionals are aware of the service they provide.
13. Many parents in need of Choice Advice will be 'hard to reach' and unlikely to approach the service themselves. Choice Advisers **should** be proactive in reaching these parents and **should** develop good links with organisations that may be able to refer parents to them e.g. local schools, education welfare officers and the Parent Partnership Service.

The role of the Choice Adviser

14. The role of the Choice Adviser is to support parents who are most likely to struggle with the admissions system in securing the best possible secondary school place for their child. Choice Advisers will not take decisions for parents and cannot guarantee a place at a particular school.
15. Choice Advice **should** be provided in the way that best meets parents' needs. In many cases this will involve face-to-face and one-to-one meetings.
16. Choice Advisers **should** support parents in accessing and making best use of the information available to them. As part of this, they **should** know about and be able to help parents interpret:

- a) The **co-ordinated admissions** system in their own and neighbouring local authority areas;
 - b) The **admission policies** of all local schools including independent schools, boarding schools and schools in neighbouring local authorities;
 - c) The **performance and value-added data** for local schools;
 - d) The **Ofsted reports** for local schools;
 - e) **Admissions data** from previous years including the number of applications received by and the number of children admitted to local schools and the proportion of appeals for each school which are successful;
 - f) **Local schools' own description of their offer** as contained in their prospectus or online School Profile, including information about their ethos and any special facilities;
 - g) Details of each school's curriculum offer including their **specialism** in the case of Specialist Schools;
 - h) The **special needs and disability policies** of local schools, plus information about the statementing process and its implications when applying for a school place;
 - i) **Times of the school day** and **term dates** for local schools, including any proposals to change these;
 - j) Information about the distance to local schools and the **transport** available, plus information about any **financial assistance** that may be available to help with the cost of travel;
 - k) Details of the **uniform policy** of local schools, plus information about any **financial assistance** that may be available to help with the cost;
 - l) The range of relevant professionals, specialists and organisations available and how to contact them e.g. for special educational needs issues; and
 - m) **E-admissions** and online applications.
17. In order to provide parents with the best possible advice, Choice Advisers **should** develop strong links and working relationships with other local organisations such as the local authority admissions team and the Parent Partnership Service.

Appeals

18. Appealing against the decision of an admission authority can be stressful and challenging for parents. It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage. Choice Advisers may support parents in preparing their appeal and may accompany parents to the appeal hearing. With local agreement, they may also present an appeal on parents' behalf.

Choice Advisers Support and Quality Assurance Network

19. The Choice Advisers Support and Quality Assurance Network (CAS&QAN) supports local authorities, Choice Advisers and Choice Adviser managers in providing a high quality, independent Choice Advice service. Its activities include providing support on-line, by email and by phone, organising regional events, and providing opportunities to share good practice so that local authorities and their Choice Advice teams can provide an effective, pro-active service.

20. Choice Advisers, Choice Adviser Managers and local authorities can contact the Network and arrange access to the password protected section of the website by emailing **enquiries@centra.org.uk**. To find out more about the Network, visit **www.dcsf.gov.uk/choiceadvice**
21. The Network has also worked with ABC Awards to develop a vocationally related qualification for Choice Advisers accredited at Level 2 on the National Qualifications Framework. More information about the Level 2 Award for School Choice Advisers can be found at **www.dcsf.gov.uk/choiceadvice** and **www.abcawards.co.uk**

More detailed non-statutory guidance on the provision of an effective Choice Advice service is available at **www.dcsf.gov.uk/sacode**

Appendix 6

Boarding schools

1. This appendix sets out what admission authorities **must** do for maintained boarding schools on assessing suitability for boarding. All of the mandatory requirements of this Code apply to schools with boarding places unless an explicit exception is made. This appendix only applies to boarding places. Academies with boarding provision are also required to follow these guidelines.

Suitability for boarding

2. It is the responsibility of the admission authority to ensure that processes to ascertain suitability for boarding are carried out in line within the local co-ordination schemes timetable for the exchange of information. The admission authority **should** give adequate notice of the deadline by which any information will be required, but **must not** determine that a candidate is unsuitable to board simply because information cannot be made available by that deadline. Admission authorities **must** make reasonable efforts to obtain this information before the published deadline for receipt and final consideration of applications.
3. In accordance with paragraph 2.16(n) of this Code the assessment of suitability for boarding **must** be separate from a school's oversubscription criteria and **must** be undertaken prior to the school applying its oversubscription criteria.

Assessing suitability for boarding

4. Section 88A of the SSFA 1998 prohibits the use of interviews to determine admission to a maintained school, except where an interview is used solely to assess the suitability of an applicant for a boarding place.
5. When assessing suitability for boarding, admission authorities **must** only consider the following two conditions:
 - a) Whether a child presents a serious health and safety hazard to other boarders; or
 - b) Whether a child is developmentally suited to a boarding place.

Supplementary information forms

6. The admission authorities for maintained boarding schools may also use supplementary information forms in order to assess suitability for boarding in accordance with paragraph 1.83 and to the extent that it is necessary to determine boarding need in accordance with paragraph 2.60 of this Code.
7. Admission authorities may use their own forms providing that in doing so they comply with the mandatory requirements and guidelines of this Code.

8. In order to determine the suitability of an applicant to board, an admission authority may therefore have regard to:
 - a) the outcome of an interview with the applicant carried out for that sole purpose;
 - b) information provided by the applicant's current school or – if he or she is currently out of school – previous school, requested and provided for the same purpose; and
 - c) information provided by the home local authority on safeguarding issues.
9. Admission authorities **must not** use any other process to determine suitability for boarding.
10. Where there are more applicants who are suitable to board than there are boarding places available, the admission authority **must** apply the oversubscription criteria set out in its published admission arrangements. These criteria **must** be set in accordance with the provisions of this Code and legal requirements (such as, for instance, giving top priority to children in care) and **must not** amount to any form of selection by aptitude or ability, except where otherwise permitted. In accordance with paragraph 2.16(n) boarding schools **must not** give priority to children on the grounds that they are more suitable than other applicants when they have more applicants, who are assessed as suitable for boarding, than boarding places available.

General principles

11. For boarding places, admission authorities for mainstream schools are entitled to take the view that a history of major behavioural difficulties such as sexual misconduct, arson or extreme physical violence is likely to render an applicant unsuitable to board. Low level misbehaviour would not do so.
12. Schools **must not** ask for or consider information on religious background (unless this is relevant to assessment against published admission arrangements), home circumstances, academic ability, sporting or artistic ability, academic interests or other extraneous matters such as low level misbehaviour. If any such information is provided it **must** be disregarded.
13. If an admission authority determines that an applicant is not suitable for boarding, it **must** inform the parents/carers in writing of the reasons for the determination and, as with other refusals of admission (i.e. for a day place), the right of appeal and who to contact to lodge an appeal.

Health and safety risk to other children

14. Unless children have been permanently excluded from a maintained school two or more times, admission authorities **must not** refuse to admit children who have a history of serious misbehaviour if they have been assessed by the local authority as suitable for a mainstream school place. However, it is recognised that a boarding place for such children, in a mainstream environment, is unlikely to be appropriate if a child has a serious proven record (i.e. not based on unsubstantiated accusations) of sexual misconduct, arson, or physical violence.

Developmental suitability for a boarding place

15. Where using interviews to determine suitability, boarding schools **must**:
- a) focus purely on whether the applicant would be able to cope with and benefit from a boarding environment;
 - b) be fair and open. Children and parents **must** be informed of the process in advance, and know what to expect from the interview; and
 - c) give children a chance to state separately from their parents or guardians whether they wish to board.

Interviews to establish suitability for boarding

16. An admission authority may only interview an applicant as part of a process to determine whether or not he/she is suitable to board. Admission authorities which use interviews **must** focus purely on whether the applicant would be able to cope with and benefit from a boarding environment.
17. Questions **must** be restricted to the following areas, although schools are free to develop their own sets of questions within these areas. An inadequate response in any particular area would not necessarily mean that a child was not suitable overall to board:
- a) Experience of staying away from his/her parents/carers or self-reliance staying away from home.
 - b) Experience of sharing a room with other children/communal living and whether the applicant shows an understanding that in a boarding environment he/she would be expected to take into account the needs of others and to compromise.
 - c) Has the applicant thought about the implications of boarding (e.g. what he/she would like most about boarding school and what he/she would miss most about home)?
 - d) Whether a boarding place is what the child wants and is not just the wishes of a parent/carer.
 - e) Is there any medical reason why boarding would not be appropriate which could not be met by reasonable adjustment to the boarding accommodation, routine and practice within the school's responsibilities under the Disability Discrimination Act and other responsibilities?

Information from schools

18. Admission authorities **must not** use references from schools as any part of an admissions process other than to assist in the determination of an applicant's suitability for boarding.

Information from local authorities

19. On receipt of an application (or enquiry), an admission authority may also seek information from the child's home local authority to ascertain whether an applicant may present a safeguarding risk such that their admission would put him/herself or other children at serious risk.

Glossary

Admission Authority

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies the Funding Agreement states who is responsible for applying admissions arrangements (in most cases the Academy itself) but Academies can only set or alter their admission arrangements with the prior agreement of the Secretary of State.

Admission Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

Admissions Criteria (see also 'Oversubscription Criteria')

The list of criteria an admission authority must adopt for its school(s) which are used only when the school is oversubscribed to assess which children will be offered a place. Once determined, admissions criteria, including the admission number, must be published by the school and in the local authority composite prospectus by 12 September in the offer year.

Admission Forum

A statutory local body charged with monitoring and advising on the effectiveness and equity of local admission arrangements with a statutory right of objection to these. Consists of representatives of schools, religious bodies representing faith schools, parents and community groups.

Admission Number (or Published Admission Number)

The number of school places that the admission authority must offer in each relevant age group of a school for which it is admission authority. Admission numbers are part of a school's admission arrangements, and must be consulted upon with the rest of a school's admission arrangements and be published with those arrangements in the local authority composite prospectus.

Banding

A system of oversubscription criteria in which all children applying for a place at a banding school are placed into ability bands based on their performance in a test or other assessment. Places are then allocated so that the school's intake either reflects the ability profile of those children applying to the school, those children applying to a group of schools banding jointly, the local authority ability profile or the national ability profile.

Catchment Area

A geographical area, from which children may be afforded priority for admission to a school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements.

Children in Public Care; Looked After Children; Children in Care (see Looked after Children below)

Choice Advice

An independent service commissioned by local authorities to support the families who most need help during the admissions round to make the best and most realistic choice of secondary school for their children. Choice Advisers assist parents through the decision making process but must not take the decision for them.

Common Application Form

The form parents complete and submit to local authorities listing their preferred choices of schools when applying for a school place for their child as part of the local co-ordination scheme during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

Composite prospectus

The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).

Conditionality

Oversubscription criterion that stipulates conditions that affect the priority given to an application, for example taking account of other preferences or giving priority to families who include in their other preferences a particular type of schools (e.g. where other schools are of the same religious denomination). Conditionality is prohibited by this Code.

Co-ordination/Co-ordinated Scheme

Co-ordinated schemes must be consulted upon across all relevant admission authorities and determined in the year prior to which they are to apply. All local authorities are required to coordinate primary and secondary admissions for all schools in their area. Although individual admission authorities rank all applicants in order of priority for admission, offers are sent out by the local authority on 1 March for secondary pupils and on an agreed date for primary pupils.

Determination Year

The academic year immediately preceding the offer year. This is the academic year in which admission authorities determine their admission arrangements.

First Preference First

Oversubscription criterion that giving priority to children according to the order of other schools named as a preference by their parents, or only considering applications stated as a first preference. The First Preference First oversubscription criterion is prohibited by this Code.

Governing Bodies

School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

Grammar Schools (designated)

These are the 164 schools designated under section 104(5) of the SSFA 1998 as grammar schools. A 'grammar school' is defined by section 104(2) of that Act as a school which selects all (or substantially all) of its pupils on the basis of general (i.e. academic) ability.

Home Local Authority

A child's home local authority is the local authority in whose area they live.

Home-School Agreements

A statement explaining: the school's aims and values; the school's responsibilities towards its pupils who are of compulsory school age; the responsibilities of the pupil's parents; and what the school expects of its pupils.

Infant Class Size Exceptions

The Education (Infant Class Sizes) (England) Regulations 1998 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.63.

Infant Class Size Limit

Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of 5, 6, and 7 during the school year) to 30 pupils per school teacher.

Local Government Ombudsman

An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.

Local Primary Offer Date

The date set by local authorities, in agreement with local primary schools, on which offers for primary school places are sent out.

Looked After Children

Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.

Maintaining Local Authority

The area in which a school is located is referred to as the maintaining local authority.

National Offer Date

The date on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. The national offer date is the 1 March each year, or next working day. For primary schools, see 'Local Primary Offer Date'.

Net Capacity

The capacity of a school is the number of pupil places available. The net capacity is intended to provide a single, robust and consistent method of assessing the capacity of schools. For further guidance, see www.dcsf.gov.uk/netcapacity

Offer Year

The academic year immediately preceding the academic year in which pupils are to be admitted to schools under the admission arrangements in question. This is the academic year in which offers of school places are communicated.

Oversubscription

Where a school has a higher number of applicants than the school's published admission number.

Oversubscription Criteria (see also 'Admissions Criteria')

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

Qualifying Measures

The actions taken by an admission authority to ensure that the statutory obligation that requires infant classes of 5, 6, and 7 year olds to contain no more than 30 pupils per school teacher, such as the reorganisation of the class or employment of another teacher must be taken to bring the class within the class size limit for the next academic year.

Reception Class

Defined by section 142 of the SSFA 1998. An entry class to primary schools for children who are aged 5 during the school year and for children who are younger than 5 who it is expedient to educate with them.

Relevant Age Group

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number attached. Some schools (for example schools with sixth forms which admit children into the sixth form) have more than one relevant age group.

Relevant Area

The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.

Rising Fives

The term rising fives usually relates to children who are still age four at the start of a school year but will reach age 5 before the year is over.

Schools Adjudicator

A statutory officer who is appointed by the Secretary of State for Children, Schools and Families but is independent of him. The Adjudicator decides on objections to published admission arrangements and variations of determined admission arrangements. The Schools Adjudicator comes under the supervision of the Administrative Justice and Tribunals Council.

Statement of Special Educational Need (SEN)

A legal document issued by the local authority specifying the particular needs, resources for providing education for that child.

Twice Excluded Pupils

A child who has been permanently excluded from two or more maintained schools.

Waiting Lists

A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published oversubscription criteria.

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