

School Admissions Code

Department for
Education

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The School Admissions Code

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The Statutory Basis for the School Admissions Code

1. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')¹. The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.
2. This Code comes into force on **1 February 2012** and, unless otherwise stated, applies with immediate effect. It will apply to admission arrangements determined in 2012 for admission in school year 2013/14. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.
3. This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by the bodies listed below:
 - a) **Admission authorities of maintained schools** as defined in Section 88(1) (a) and (b) of the SSFA 1998²
 - b) **Governing bodies and local authorities (when not admission authorities)**
 - c) **Schools Adjudicators**
 - d) **Admission Appeal Panels.**

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code.

Application of the Code to Academies

4. Academies, by which we mean Academy Schools³, (including those that are Free Schools), University Technical Colleges and Studio Schools, are state-funded, non fee-paying independent schools set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academies are required by their funding agreements to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is demonstrable need.

Compliance with the Code

¹ Where statutory provisions have been amended, any references to them are references to them as amended.

² For community and voluntary controlled schools the admission authority is usually the local authority, but it may be the governing body if the local authority with the governing body's agreement has delegated responsibility to it for determining admission arrangements. Governing bodies are the admission authorities for foundation schools (including Trust schools) and voluntary aided schools.

³ Section 53 of the Education Act 2011 will insert Section 1A, which defines an Academy School, into the Academies Act 2010 when it comes into force in 2012. At the time of laying the Code, Academies are defined in Section 1 of the Academies Act.

5. It is the responsibility of admission authorities to ensure that admission arrangements⁴ are compliant with this Code. Where a school is the admission authority, this responsibility falls to the governing body or Academy Trust.

6. Section 88P of the SSFA 1998 requires local authorities to make reports to the adjudicator about such matters connected with relevant school admissions as required by the Code. Minimum requirements for that report are set out at paragraph 3.23 of this Code and include an assessment of the effectiveness of Fair Access Protocols and co-ordination in their area, how admission arrangements affect the interests of looked after children, previously looked after children and the number and percentage of lodged and upheld parental appeals. The report must be published locally. The Schools Adjudicator will report annually to the Secretary of State on Fair Access.

7. Objections to the admission arrangements of both maintained schools and Academies can be made to the Schools Adjudicator whose decisions are binding and enforceable⁵.

8. The Secretary of State may refer the admission arrangements of any school to the Schools Adjudicator at any time if the Secretary of State considers that they do not or may not comply with the mandatory requirements of this Code or the law.

9. The Schools Adjudicator may investigate the admission arrangements of any school that the Adjudicator considers do not or may not comply with the mandatory requirements of this Code or the law.

10. Any decision of the Adjudicator will be binding on the admission authority. It will be for the admission authority to implement those decisions without undue delay. Where schools fail to implement decisions of the Adjudicator the Secretary of State may direct the admission authority (either the governing body, the local authority, or Academy Trust) to do so under Section 496 or 497 of the Education Act 1996 or the Funding Agreement.

⁴ 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.

⁵ Section 88H of the SSFA 1998.

11. The table below sets out the admission authority for each type of school in England.

Type of School	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Academies	Academy Trust	Schools Adjudicator	Academy Trust
Community Schools	Local Authority	Schools Adjudicator	Local Authority
Foundation Schools	Governing body	Schools Adjudicator	Governing body
Voluntary aided schools	Governing body	Schools Adjudicator	Governing body
Voluntary controlled schools	Local Authority	Schools Adjudicator	Local Authority

Introduction

Purpose of this Code

12. The purpose of the Code is to ensure that all school places for maintained schools (excluding maintained special schools⁶) and Academies are allocated and offered in an open and fair way. The Code has the force of law, and where the words '**must**' or '**must not**' are used, these represent a mandatory requirement.

13. Admission authorities and local authorities **must** also comply with the regulations and legislation set out in the Appendix to this Code.

Overall principles behind setting arrangements

14. In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

How admissions work

15. In summary, the process operates as follows:

- a) All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.
- b) Admission authorities **must** set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements⁷. If no changes are made to admission arrangements, they **must** be consulted on at least every 7 years. Consultation **must** be for a minimum of 8 weeks and **must** take place between **1 November** and **1 March** of the year before those arrangements are to apply. For example: for arrangements which are to apply to applications in 2012 (entry in September 2013), consultation **must** be completed by 1 March 2012. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- c) Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator by **30 June**. Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The local

⁶ A maintained special school is a school maintained by the local authority, specially designed to make special educational provision for pupils with special educational needs.

⁷ Except where the change is an increase to a school's published admission number (see paragraph 1.3) or is made to comply with any mandatory requirements of the Code or The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (hereafter the "School Admissions Regulations 2012").

authority will collate and publish all the admission arrangements in the area in a single composite prospectus.

- d) In the normal admissions round⁸ parents apply to the local authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority. Published admission arrangements **must** make clear to parents that a separate application must be made for any transfer from nursery to primary school, and from infant to junior school.
- e) All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. For secondary schools, the offer is made on or about **1 March** (known as National Offer Day) in the year in which the child will be admitted. For primary schools, the offer is made on or about **16 April**⁹, in the year in which the child will be admitted.
- f) Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority **must** set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

⁸ (i.e. application in October (secondary school) for following year and January (primary school) for same year admission).

⁹ The first primary National Offer Day will not take place until 16 April 2014.

Section 1: Determining Admission Arrangements:

1.1 Admission authorities are responsible for admissions and **must** act in accordance with this Code, the School Admission Appeals Code, other laws relating to admissions¹⁰, and relevant human rights and equalities legislation.

1.2 **Published Admission Number (PAN)** - As part of determining their admission arrangements¹¹, all admission authorities **must** set an admission number for each 'relevant age group'¹².

1.3 Own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN¹³. For a community or voluntary controlled school, the local authority (as admission authority) **must** consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities **must** consult in accordance with paragraph 1.42 below where they propose a decrease to the PAN. Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator **must** have regard when considering any such objection.

1.4 Admission authorities **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website¹⁴. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it **must** notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively. Admission authorities may also admit above their PAN in-year.

1.5 Any admissions above the PAN as set out in paragraph 1.4 above will not constitute an increase to the PAN¹⁵. Information on variations to the PAN in-year is set out in paragraph 3.6 of this Code.

1.6 **Oversubscription criteria** - The admission authority for the school **must** set out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. All children whose statement of special educational needs (SEN)¹⁶ names the school **must** be admitted. If the school is not oversubscribed, all applicants **must** be offered a place (with the

¹⁰ The main provisions relating to admissions are in Chapter 1 of Part 3 of the SSFA 1998.

¹¹ See Sections 88C and 88D of the SSFA 1998.

¹² This is the age group at which pupils are or will normally be admitted to the school e.g. reception or year 7 (Section 142 of the SSFA 1998).

¹³ Regulation 14 of School Admissions Regulations 2012.

¹⁴ Where a school does not have a website it will have to take suitable alternative action. This applies to all further requirements in this Code to publish information on websites.

¹⁵ Where an enlargement of school premises is proposed the governing body of a maintained school is required to observe the relevant regulations, currently the School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (SI 2007/1289). For Academies, such changes are agreed with the Secretary of State through the Funding Agreement.

¹⁶ A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child.

exception of designated grammar schools - see paragraph 2.8 of this Code).

1.7 All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this Code, to looked after children¹⁷ and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁸ (or became subject to a residence order¹⁹ or special guardianship order²⁰). Further references to previously looked after children in this Code means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

1.8 Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child. Admission arrangements **must** include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.

1.9 It is for admission authorities to formulate their admission arrangements, but they **must not**:

- a) place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements;
- b) take into account any previous schools attended, unless it is a named feeder school;
- c) give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements;
- d) introduce any new selection by ability²¹;

¹⁷ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

¹⁸ Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

¹⁹ Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

²⁰ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

²¹ There is a general restriction on selection by ability. Only designated 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. Grammar schools are designated as such by order made by the Secretary of State under Section 104 of the SSFA 1998.

- e) give priority to children on the basis of any practical or financial support parents may give to the school or any associated organisation, including any religious authority;
- f) give priority to children according to the occupational, marital, financial or educational status of parents applying²² (though children of staff at the school may be prioritised in arrangements);
- g) take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family;
- h) discriminate against or disadvantage disabled children or those with special educational needs;
- i) prioritise children on the basis of their own or their parents' past or current hobbies or activities (schools which have been designated as having a religious character²³ may take account of religious activities, as laid out by the body or person representing the religion or religious denomination²⁴);
- j) in designated grammar schools that rank all children according to a pre-determined pass mark and then allocate places to those who score highest, give priority to siblings of current or former pupils;
- k) in the case of schools with boarding places, rank children on the basis of a child's suitability for boarding – more information on boarding schools is set out at paragraphs 1.40 - 1.41 below;
- l) name fee-paying independent schools as feeder schools;
- m) interview children or parents. In the case of sixth form applications, a meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting cannot form part of the decision making process on whether to offer a place. Boarding schools may interview children to assess their suitability for boarding;
- n) request financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part of the admissions process – including for tests; or
- o) request photographs of a child for any part of the admissions process, other than as proof of identity when sitting a selection test.

1.10 This Code does not give a definitive list of acceptable oversubscription criteria. It is for admission authorities to decide which criteria would be most suitable to the school according to the local circumstances. The most common are set out below.

Siblings at the school

²² Free Schools and Academies may, where their Funding Agreements permit, give priority in admission arrangements to children eligible for Free School Meals (in future, the Pupil Premium).

²³ Designated by order under Section 69(3) of the SSFA 1998.

²⁴ Schedule 3 of the School Admissions Regulations 2012. For Academies the representative body or person is set out in the Funding Agreement.

1.11 Admission authorities **must** state clearly in their arrangements what they mean by 'sibling' (e.g. whether this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the school). If an admission authority wishes to give some priority to siblings of former pupils, it **must** set out a clear and simple definition of such former pupils and how their siblings will be treated in the oversubscription criteria (bearing in mind the restrictions set out in paragraph 1.9 above).

1.12 Some schools give priority to siblings of pupils attending another state funded school with which they have close links (for example, schools on the same site, or close links between two single sex schools). Where this is the case, this priority **must** be set out clearly in the arrangements.

Distance from the school

1.13 Admission authorities **must** clearly set out how distance from home to the school will be measured, making clear how the 'home' address will be determined and the point in the school from which all distances are measured. This should include provision for cases where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

Catchment Areas

1.14 Catchment areas **must** be designed so that they are reasonable and clearly defined²⁵. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

Feeder Schools

1.15 Admission authorities may wish to name a primary or middle school as a feeder school. The selection of a feeder school or schools as an oversubscription criterion **must** be transparent and made on reasonable grounds.

Social and medical need

1.16 If admission authorities decide to use social and medical need as an oversubscription criterion, they **must** set out in their arrangements how they will define this need and give clear details about what supporting evidence will be required (e.g. a letter from a doctor or social worker) and then make consistent decisions based on the evidence provided.

Selection by ability or aptitude

1.17 All selective schools **must** publish the entry requirements for a selective place and the process for such selection.

Grammar schools

²⁵ R v Greenwich London Borough Council, ex parte John Ball Primary School (1989) 88 LGR 589 [1990] Fam Law 469 held that pupils should not be discriminated against in relation to admission to the school simply because they reside outside the local authority area in which the school is situated. Section 86(8) of the SSFA 1998 places an equal duty on local authorities to comply with parental preference in respect of parents living within and outside their boundary.

1.18 Only designated Grammar schools²⁶ are permitted to select their entire intake on the basis of high academic ability²⁷. They do not have to fill all of their places if applicants have not reached the required standard.

1.19 Where arrangements for pupils are wholly based on selection by reference to ability and provide for only those pupils who score highest in any selection test to be admitted, no priority needs to be given to looked after children or previously looked after children.

1.20 Where admission arrangements are not based solely on highest scores in a selection test, the admission authority **must** give priority in its oversubscription criteria to all looked after children and previously looked after children who meet the pre-set standards of the ability test.

Pre-existing, partially selective schools

1.21 Partially selective schools select a proportion of their intake by ability. Where schools can partially select, they **must** publish the entry requirements for a selective place, and the process for such selection. They **must** offer places to other children if there are insufficient applicants who have satisfied the published entry requirements for a selective place.

1.22 Partially selective schools **must not** exceed the lowest proportion of selection that has been used since the 1997/98 school year²⁸.

1.23 In relation to the proportion of pupils admitted on a selective basis, where arrangements provide for only those pupils who score highest in any selection test to be admitted, no priority needs to be given to looked after children or previously looked after children. Where such arrangements are not based on highest scores in a selection test, the admission authority **must** give priority in its oversubscription criteria to all looked after children and previously looked after children who meet the pre-set standards of the test. For the allocation of the remainder of places after selection, looked after children and previously looked after children **must** again be given first priority for admission.

Selection by aptitude

1.24 Schools that have arrangements to select by aptitude **must not** allow for more than 10 per cent of the total admissions intake to be allocated on the basis of such aptitude (even if the school has more than one specialism). The specialist subjects on which a school may select by aptitude 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

²⁶ As designated by the Education (Grammar School Designation) Order 1998 (SI 1998/2219). Where a designated grammar school converts to become an Academy, the Academy is permitted to continue selecting their entire intake: Section 6(3) of the Academies Act 2010.

²⁷ Section 104 of the SSFA 1998.

²⁸ Section 100 of the SSFA 1998.

e) design and technology and information technology. Only schools which selected on either of these specialist subjects in the school year 2007/08 and every subsequent year may continue to do so.

Banding

1.25 Pupil ability banding is a permitted form of selection²⁹ used by some admission authorities to ensure that the intake for a school includes a proportionate spread of children of different abilities. Banding can be used 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.

1.26 Admission authorities' entry requirements for banding **must** be fair, clear and objective. Banding arrangements which favour high ability children that have been continuously used since the 1997/98 school year may continue, but **must not** be introduced by any other school.

1.27 The admission authority **must** publish the admission requirements and the process for such banding and decisions, including details of any tests that will be used to band children according to ability.

1.28 Where the school is oversubscribed:

- a) looked after children and previously looked after children **must** be given top priority in each band, and then any oversubscription criteria applied within each band, and
- b) priority **must not** be given within bands according to the applicant's performance in the test.

1.29 Schools that operate admission arrangements which include both banding and selection of up to 10% of pupils with reference to aptitude shall set out clearly in their admission arrangements how those two methods of selection will be applied.

1.30 Children with statements of special educational needs may be included in banding tests and allocated places in the appropriate bands but, regardless of any banding arrangements, they **must** be allocated a place if their statement names the school.

Tests for selection

1.31 Tests for all forms of selection **must** be clear, objective, and give an accurate reflection of the child's ability or aptitude, irrespective of sex, race, or disability. It is for the admission authority to decide the content of the test, providing that the test is a true test of aptitude or ability.

1.32 Admission authorities **must**:

²⁹ Section 101 of the SSFA 1998.

- a) ensure that tests for aptitude in a particular subject are designed to test only for aptitude in the subject concerned, and not for ability;
- b) ensure that tests are accessible to children with special educational needs and disabilities, having regard to the reasonable adjustments for disabled pupils required under equalities legislation, and
- c) take all reasonable steps to inform parents of the outcome of selection tests before the closing date for secondary applications on **31 October** so as to allow parents time to make an informed choice of school - while making clear that this does not equate to a guarantee of a selective place.

1.33 Admission authorities **must not** adjust the score achieved by any child in a test to take account of oversubscription criteria, such as having a sibling at the school.

Random allocation

1.34 Local authorities **must not** use random allocation as the principal oversubscription criterion for allocating places at all the schools in the area for which they are the admission authority. Admission authorities that decide to use random allocation when schools are oversubscribed **must** set out clearly how this will operate, ensuring that arrangements are transparent, and that looked after children and previously looked after children are prioritised.

1.35 The random allocation process **must** be supervised by someone independent of the school, and a fresh round of random allocation **must** be used each time a child is to be offered a place from a waiting list.

Faith based oversubscription criteria in schools with a religious character

1.36 As with other maintained schools, these schools are required to offer every child who applies, whether of the faith, another faith or no faith, a place at the school if there are places available. Schools designated by the Secretary of State as having a religious character (commonly known as faith schools) may use faith-based oversubscription criteria³⁰ and allocate places by reference to faith where the school is oversubscribed.

1.37 Admission authorities **must** ensure that parents can easily understand how any faith-based criteria will be reasonably satisfied. Admission authorities for faith schools may give priority to all looked after children and previously looked after children whether or not of the faith, but they **must** give priority to looked after children and previously looked after children of the faith before other children of the faith. Where any element of priority is given in relation to children not of the faith they **must** give priority to looked after children and previously looked after children not of the faith above other children not of the faith³¹.

1.38 Admission authorities for schools designated as having a religious

³⁰ Funding Agreements for entirely new Academies (i.e. not convertors from the maintained or independent sectors, or those sponsored Academies with a predecessor school) and Free Schools with a religious character provide that where the school is oversubscribed at least 50% of places are to be allocated without reference to faith.

³¹ Regulation 9 of the School Admissions Regulations 2012.

character **must** have regard to any guidance from the body or person representing the religion or religious denomination when constructing faith-based oversubscription criteria, to the extent that the guidance complies with the mandatory provisions and guidelines of this Code. They **must** also consult with the body or person representing the religion or religious denomination when deciding how membership or practice of the faith is to be demonstrated. Church of England schools **must**, as required by the Diocesan Boards of Education Measure 1991³², consult with their diocese about proposed admission arrangements before any public consultation.

Children of staff at the school

1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Maintained boarding schools

1.40 Maintained boarding schools can set separate admission numbers for day places and boarding places. A maintained boarding school can interview applicants to assess suitability for boarding, but such interviews **must** only consider whether a child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from a boarding environment. To help with this assessment, they may also use a supplementary information form, and information provided by the previous school and by the child's home local authority (on safeguarding issues). These processes, and the timeline for them, **must** be clearly set out in the school's admission arrangements.

1.41 Boarding schools **must** give priority in their oversubscription criteria in the following order:

- a) looked after children and previously looked after children;
- b) children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees;
- c) children with a 'boarding need', making it clear what they mean by this.

1.42 **Consultation**³³ - When changes³⁴ are proposed to admission arrangements, all admission authorities **must** consult by **1 March** on their admission arrangements (including any supplementary information form) that will apply for admission applications the following academic year. Where the admission arrangements have not changed from the previous year there is no

³² 1991 No 2.

³³ See also paragraph 1.3. Regulations 12 to 17 of the School Admissions Regulations 2012 cover consultation requirements.

³⁴ An increase to PAN, or a change to the admission arrangements to comply with the mandatory provisions of the Code or the School Admissions Regulations 2012, is not a change requiring consultation.

requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period³⁵.

1.43 Consultation **must** last for a minimum of 8 weeks and **must** take place between **1 November** and **1 March** in the determination year.

1.44 Admission authorities **must** consult with:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of faith schools, the body or person representing the religion or religious denomination.

1.45 For the duration of the consultation period, the admission authority **must** publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought³⁶. Admission authorities **must** also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.

1.46 **Determination** - All admission authorities **must** determine admission arrangements by **15 April** every year, even if they have not changed from previous years and a consultation has not been required³⁷.

1.47 Once admission authorities have determined their admission arrangements, they **must** notify the appropriate bodies³⁸ and **must** publish a copy of the determined arrangements on their website displaying them for the whole offer year (the academic year in which offers for places are made). Admission authorities **must** send a copy of their full, determined arrangements to the local authority as soon as possible before **1 May**. Admission authorities for faith schools **must** also send a copy of their arrangements to the body or person representing their religion or religious denomination.

1.48 Where an admission authority has determined a PAN that is higher

³⁵ A consultation on a proposal to increase or keep the same PAN by a local authority as admission authority with the governing body of a voluntary controlled or community school is not a consultation for the purposes of calculating a seven year period without consultation.

³⁶ Regulation 16 of the School Admissions Regulations 2012.

³⁷ Regulation 17 of the School Admissions Regulations 2012.

³⁸ In addition to the bodies listed at paragraph 1.44 (c), (d) and (f) and so far as not covered by them, all governing bodies for community and voluntary controlled schools in the relevant area.

than in previous years, they **must** notify the local authority that they have done so, and make specific reference to the change on their website.

1.49 Local authorities **must**, by **1 May**, publish on their website the proposed admission arrangements for any new school or Academy which is intended to open within the determination year, details of where the determined arrangements for all schools, including Academies, can be viewed, and information on how to refer objections to the Schools Adjudicator³⁹.

1.50 Following determination of arrangements, any objections to those arrangements **must** be made to the Schools Adjudicator by **30 June**⁴⁰. Admission authorities that are not the local authority **must** provide all the information that the local authority needs to compile the composite prospectus no later than **8 August**, unless agreed otherwise⁴¹.

1.51 **Composite prospectuses** - Local authorities **must** publish online - with hard copies available for those who do not have access to the internet - a composite prospectus for parents by **12 September**⁴² in the offer year, which contains the admissions arrangements and any supplementary information forms for each of the state-funded schools in the local authority area to which parents can apply (i.e. all schools including Academies). They **must** ensure that this information is kept up to date throughout the period in which it is possible for parents to apply for a place for their child, and that it is written in a way that makes it clear and accessible to all parents.

³⁹ Regulation 18 of the School Admissions Regulations 2012.

⁴⁰ Regulation 23 of the School Admissions Regulations 2012. See also 3.2-3.5 of this Code regarding objections to the Schools Adjudicator.

⁴¹ Regulation 7 of the School Information (England) Regulations 2008 SI 2008/3093.

⁴² See regulations 5, 6 and Schedule 2 of the School Information (England) Regulations 2008.

Section 2: Applications and Offers

2.1 **Applying for places** - For applications in the normal admissions round, local authorities **must** provide a common application form (CAF) that enables parents to express their preference for a place at any state funded school, with a minimum of 3 preferences in rank order, allowing them to give reasons for their preferences. While parents may express a preference for any state funded school – regardless of whether it is in the local authority area in which they live - admission authorities **must not** give any guarantees that a preference will be met.

2.2 The CAF **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. The child **must not** be required to complete any part of the CAF. Local authorities **must** provide advice and assistance to parents when they are deciding which schools to apply for⁴³.

2.3 Regardless of which schools parents express preferences for, the CAF is required to be returned to the local authority in the area that they live (the 'home' authority). The home authority **must** then pass information on applications to other local ('maintaining') authorities about applications to schools in their area. The maintaining authority **must** determine the application and inform the home local authority if a place is available. The offer to parents **must** be made by the home local authority.

2.4 In some cases, admission authorities will need to ask for supplementary information forms in order to process applications. If they do so, they **must** only use supplementary forms that request additional information when it has a direct bearing on decisions about oversubscription criteria or for the purpose of selection by aptitude or ability. They **must not** ask, or use supplementary forms that ask, for any of the information prohibited by paragraph 1.9 above or for:

- a) any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates);
- b) the first language of parents or the child;
- c) details about parents' or a child's disabilities, special educational needs or medical conditions;
- d) parents to agree to support the ethos of the school in a practical way;
- e) both parents to sign the form, or for the child to complete the form.

2.5 Admission authorities may need to ask for proof of address where it is unclear whether a child meets the published oversubscription criteria. In these cases they **must not** ask for any evidence that would include any of the information detailed above. Once a place has been offered, admission authorities may ask for proof of birth date, but **must not** ask for a 'long' birth certificate or other documents which would include information about the

⁴³ In accordance with Section 86(1A) of the SSFA 1998.

child's parents. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2.6 Applying for places at Sixth Form - Children and their parents applying for sixth form places may use the CAF, although if they are already on the roll they are not required to do so in order to transfer into year 12. Admission authorities can, however, set academic entry criteria for their sixth forms, which **must** be the same for both external and internal places. As with other points of entry to schools, highest priority in oversubscription criteria for sixth form places **must** be given to looked after children and previously looked after children who meet the academic entry criteria. As stated in paragraph 1.9 m) above, any meetings held to discuss options and courses **must not** form part of the decision process on whether to offer a place.

2.7 Allocating places - Admission authorities **must** allocate places on the basis of their determined admission arrangements only, and a decision to offer or refuse admission **must not** be made by one individual in an admission authority. Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body, **must** make such decisions.

2.8 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 oversubscription criteria.

2.9 Admission authorities **must not** refuse to admit a child solely because:

- a) they have applied later than other applicants;
- b) they are not of the faith of the school in the case of a faith school;
- c) they followed a different curriculum at their previous school;
- d) information has not been received from their previous school; or
- e) they have missed entrance tests for selective places.

2.10 In the normal admissions round, offers of primary and secondary places **must** be sent by the home local authority and schools **must not** contact parents about the outcome of their applications until after these offers have been received. Admission authorities **must not** provide any guarantees to applicants of the outcome of their application prior to the formal notification of any offers of a place in a suitable school by the home local authority.

2.11 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 child is offered a place at whichever of these schools is their highest preference. If the local authority is unable to offer a place at one of the parents' preferred schools it **must**, if there are places available, offer a place at another school.

2.12 **Withdrawing an offer or a place** – An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

2.13 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 has 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.

2.14 **Waiting lists** □ Each admission authority **must** maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission, stating in their arrangements that each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority **must not** be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list.

2.15 **Infant class size** – Infant classes (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 teacher⁴⁴. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;

⁴⁴ 'Teacher' is defined in Section 4 of the SSFA 1998.

- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit⁴⁵ attached to the school, or registered at a special school, who attend some infant classes within the mainstream school⁴⁶.

2.16 Admission of children below compulsory school age and deferred entry to school - Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that:

- a) parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.17 Admission of children outside their normal age group - Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

2.18 Children of UK service personnel (UK Armed Forces) - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities **must**:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements **must** be appropriate for the area and be described in the local authority's composite prospectus.

2.19 Children from overseas - Admission authorities **must** treat applications for children coming from overseas in accordance with European Union law or

⁴⁵ A special educational needs unit forms part of a maintained school and is specially organised to provide education for pupils with special educational needs.

⁴⁶ The School Admissions (Infant Class Sizes) (England) Regulations 2012. Previously looked after children are not excepted pupils for the purpose of these regulations until school year 2013/14.

Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

2.20 Co-ordination - Each year all local authorities **must** formulate and publish on their website a scheme by **1 January** in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area⁴⁷. Where the scheme is substantially different from the scheme adopted for the previous academic year or the local authority has not consulted on a scheme in the previous seven years, the authority **must** consult the other admission authorities in the area and any other local authorities it determines. Following any such consultation, which **must** be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other, the local authority **must** determine the qualifying scheme and **must** take all reasonable steps to secure its adoption. A local authority **must** inform the Secretary of State whether they have secured the adoption of a qualifying scheme by **15 April**. The Secretary of State may impose a scheme where a scheme has not been adopted. All admission authorities⁴⁸ **must** participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Local authorities **must** make application forms available to parents who wish to apply to a school in a neighbouring area which operates a different age of transfer (e.g. middle schools), and process these as it would in its normal admissions round.

2.21 There is no requirement for local authorities to co-ordinate in-year applications for the offer year 2013/14 and all subsequent years, but they **must** provide in the composite prospectus how in-year applications can be made and will be dealt with. Local authorities **must**, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

2.22 Own admission authority schools **must**, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

2.23 Offering a place - Where schools are oversubscribed, admission authorities **must** rank applications in accordance with their determined arrangements. The qualifying scheme **must** ensure that:

- a) only one offer per child is made by the local authority;

⁴⁷ Regulations 26 to 32 and Schedule 2 of the School Admissions Regulations 2012 cover the requirements for such schemes.

⁴⁸ Academies are required under their Funding Agreements to participate in and comply with requirements in relation to local authority co-ordination of admission arrangements. For the first year of opening only, Funding Agreements for Free Schools, University Technical Colleges (UTCs) and Studio Schools will provide that they may choose whether they wish to participate in the local qualifying scheme.

- b) for secondary school applications, all offers **must** be made on the same secondary National Offer Day i.e. **1 March or the next working day**, and
- c) for primary school applications, all offers **must** be made on the same primary National Offer Day - i.e. **16 April or the next working day**. The primary National Offer Day will apply to schemes for entry in 2014/15 and all subsequent years.

2.24 **Right to appeal** - When an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.

2.25 **School closure** - Where a maintained school or Academy is to be closed, the local authority **must** collaborate with all schools in their area to consider the best way to secure provision for children in other local schools.

Section 3: Ensuring Fairness and Resolving Issues

3.1 **The Schools Adjudicator** - The Schools Adjudicator **must** consider whether admission arrangements referred to the Adjudicator comply with the Code and the law relating to admissions. The admission authority **must**, where necessary, revise their admission arrangements **as quickly as possible**, but no later than 15 April following the decision (i.e. the deadline for determination of admission arrangements), to give effect to the Adjudicator's decision. An Adjudicator's determination is binding and enforceable.

3.2 Local authorities **must** refer an objection to the Schools Adjudicator if they are of the view or suspect that the admission arrangements that have been determined by other admission authorities are unlawful. If requested by the Schools Adjudicator, admission authorities **must** provide the information set out in Schedule 1 to the School Admissions Regulations⁴⁹.

3.3 Any person or body who considers that any maintained school or Academy's arrangements are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator⁵⁰. The following types of objections cannot be brought⁵¹:

- a) objections that seek to remove selective arrangements at a maintained school (which are permitted under Section 105 to 109 of the SSFA 1988) or a selective Academy;
- b) objections about own authority admission's decision to increase or keep the same PAN;
- c) objections about a decision by the admission authority of a voluntary controlled or community school to increase or keep the same PAN, unless the objection is brought by the governing body of the school;
- d) objections in respect of an agreed variation from the Code in relation to admission arrangements for an Academy;
- e) objections to arrangements which raise the same or substantially the same matters as the adjudicator has decided on for that school in the last 2 years⁵²; and
- f) anonymous objections⁵³.

3.4 The Adjudicator may also consider arrangements that come to the Adjudicator's attention by other means which the Adjudicator considers may not comply with mandatory requirements.

⁴⁹ Regulation 25 of the School Admissions Regulations 2012.

⁵⁰ Section 88H of the SSFA 1998.

⁵¹ Regulation 21 of the School Admissions Regulations 2012.

⁵² Regulation 22 of the School Admissions Regulations 2012.

⁵³ Regulation 24 of the School Admissions Regulations 2012. The person or body referring the objection must provide their name and address to the adjudicator.

3.5 Objections **must** be referred to the Adjudicator by **30th June** in the determination year⁵⁴. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator:
<http://www.education.gov.uk/schoolsadjudicator/>

3.6 **Variations** - Once admission arrangements have been determined for a particular academic year, they cannot be revised by the admission authority unless such revision is necessary to give effect to a mandatory requirement of this Code, admissions law, a determination of the Adjudicator or any misprint in the admission arrangements⁵⁵. Admission authorities may propose other variations where they consider such changes to be necessary in view of a major change in circumstances⁵⁶. Such proposals **must** be referred to the Schools Adjudicator for approval, and the appropriate bodies notified⁵⁷. Where the local authority is the admission authority for a community or voluntary controlled school, it **must** consult the governing body of the school before making any reference. A variation to increase a school's PAN is not required to be referred to the Schools Adjudicator⁵⁸.

3.7 Admission authorities **must** notify the appropriate bodies⁵⁹ of all variations and **must** display a copy of the full varied admission arrangements on their website until they are replaced by different admission arrangements. Local authorities **must** display the varied admission arrangements on their website where an admission authority has raised its PAN.

3.8 **Children with challenging behaviour and those who have been excluded twice** - Admission authorities **must not** refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion⁶⁰. The twice excluded rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so)⁶¹, and children with special educational needs statements.

3.9 **Fair Access Protocols** - Each local authority **must** have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most

⁵⁴ Regulation 23 of the School Admissions Regulations 2012. The Schools Adjudicator has discretion to consider late referrals if it was not reasonably practicable for such a referral to have been received in time.

⁵⁵ Regulation 19 of the School Admissions Regulations 2012.

⁵⁶ Section 88E of the SSFA 1998. Academies do not have to refer proposed variations to their admission arrangements to the Schools Adjudicator, but instead seek agreement with the Secretary of State.

⁵⁷ In addition to the bodies listed at paragraph 1.44 (c), (d) and (f) and so far as not covered by them, all governing bodies for community and voluntary controlled schools in the relevant area.

⁵⁸ Regulation 20 of the School Admissions Regulations 2012.

⁵⁹ See footnote 57.

⁶⁰ Section 87 of the SSFA 1998.

⁶¹ Following changes made to the exclusions review framework (Section 51A of the Education Act 2002 will be inserted by Section 4 of the Education Act 2011), in addition to these exceptions, the twice excluded rule will also not apply where, following a permanent exclusion, a review panel has quashed a decision of a governing body not to reinstate a pupil.

vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority **must** ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol **must** include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

3.10 The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

3.11 All admission authorities **must** participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

3.12 Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it **must** refer the case to the local authority for action under the Fair Access Protocol⁶². This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and **must** be described in the local authority's Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted.

3.13 Admission authorities **must not** refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

3.14 A Fair Access Protocol **must not** require a school automatically to take another child with challenging behaviour in the place of a child excluded from the school.

3.15 The list of children to be included in a Fair Access Protocol is to be agreed with the majority of schools in the area but **must**, as a minimum, include the following children of compulsory school age who have difficulty securing a school place:

- a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;

⁶² Where in the case of an Academy it cannot agree with the local authority over admitting a child, only the Secretary of State can direct the Academy to admit the child.

- f) children who are carers; and
- g) children with special educational needs, disabilities or medical conditions (but without a statement).

3.16 Local authority powers of direction (general) - A local authority has the power⁶³ to direct the admission authority for any maintained school in its area to admit a child even when the school is full. The local authority can only make such a direction in respect of a child in the local authority's area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The local authority **must** choose a school that is a reasonable distance from the child's home and from which the child is not permanently excluded. It **must not** choose a sixth-form that selects by ability unless the child meets the selection requirements, or a school that would have to take measures to avoid breaking the rules on infant class sizes if those measures would prejudice the provision of efficient education or the efficient use of resources.

3.17 Before deciding to give a direction, the local authority **must** consult the governing body of the school, the parent of the child and the child if they are over compulsory school age. If, following consultation, the local authority decides to direct, it **must** inform the governing body and head teacher of the school. The governing body can appeal by referring the case to the Schools Adjudicator within 15 days. If it does this, the governing body **must** tell the local authority. The local authority **must not** make a direction until the 15 days have passed and the case has not been referred.

3.18 If the case is referred to the Adjudicator, the Adjudicator may either uphold the direction or determine that another maintained school **must** admit the child. The Adjudicator's decision is binding. The Adjudicator **must not** direct a school to admit a child if this would require the school to take measures to avoid breaking the rules on infant class sizes and those measures would prejudice the provision of efficient education or the efficient use of resources.

3.19 Local authority powers of direction (looked after children) - A local authority also has the power⁶⁴ to direct the admission authority for any maintained school in England to admit a child who is looked after by the local authority, even when the school is full. The local authority **must not** choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size⁶⁵.

3.20 Before deciding to give a direction, the local authority **must** consult the admission authority of the school it proposes to direct. The admission authority **must** tell the local authority within 7 days whether it is willing to admit the child. If, following consultation, the local authority decides to direct, it **must** inform the admission authority, the governing body (if the school is a voluntary controlled or community school), the local authority that maintains the school, and the head teacher. The admission authority can appeal by

⁶³ Sections 96 and 97 of the SSFA 1998.

⁶⁴ Sections 97A-C of the SSFA 1998.

⁶⁵ Looked after children are excepted pupils outside of the normal admissions round under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

referring the case to the Schools Adjudicator within 7 days. If the child has been permanently excluded from two other schools and the most recent exclusion was within the previous two years, the governing body (if the school is a voluntary controlled or community school) may also refer the case to the Adjudicator. The admission authority or governing body **must not** refer the case unless it considers that admitting the child would seriously prejudice the provision of efficient education or the efficient use of resources. If the admission authority or governing body does refer the case, it **must** notify the local authority that looks after the child. The local authority **must not** make a direction until the 7 days have passed and the case has not been referred.

3.21 If the case is referred to the Adjudicator, the Adjudicator may either uphold the direction or determine that another maintained school in England **must** admit the child. The Adjudicator's decision is binding. The Adjudicator **must not** direct an alternative school to admit a child unless the local authority that looks after the child agrees, nor if the child is permanently excluded from that school, nor if the admission of the child would seriously prejudice the provision of efficient education or the efficient use of resources.

3.22 **Secretary of State's power of direction (Academies)** - Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision⁶⁶.

3.23 **Local authority reports** - Local authorities **must** produce an annual report on admissions for all the schools in their area for which they co-ordinate admissions, to be published locally and sent to the Adjudicator by **30 June** following the admissions round. The report **must** cover as a minimum:

- a) information about how admission arrangements in the area of the local authority serve the interests of looked after children and previously looked after children, children with disabilities and children with special educational needs, including any details of where problems have arisen;
- b) an assessment of the effectiveness of Fair Access Protocols and co-ordination in their area, including how many children were admitted to each school under them;
- c) the number and percentage of lodged and upheld parental appeals; and
- d) any other issues the local authority may wish to include.

Appendix – Relevant Legislation

1. This appendix sets out the primary legislation and regulations most relevant to admissions decisions. Admission authorities, Schools

⁶⁶ Section 25(3A) of the SSFA 1998.

Adjudicators, appeal panels, local authorities and maintained schools **must** comply with the relevant law as well as acting in accordance with the provisions of this Code. This Code and the School Admission Appeals Code (the Codes) are applied to Academies through their Funding Agreements. 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.

Equality Act 2010

2. This Act consolidates the law prohibiting discrimination, harassment and victimisation and expands the list of protected characteristics. All schools **must** have due regard to their obligations under the Act and 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.
3. An admission authority **must not** discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.
4. An admission authority **must not** harass a person who has applied for admission as a pupil, in relation to their disability; race; or sex.
5. An admission authority **must not** victimise a person in relation to a protected act either done, or believed to have been done by that person (e.g. bringing proceedings under the Equality Act 2010) in the arrangements and decisions it makes as to who is offered admission as a pupil.
6. This Act contains limited exceptions to the prohibition of discrimination on grounds of religion or belief and sex. Schools designated by the Secretary of State as having a religious character (faith schools) are exempt from some aspects of the prohibition of discrimination on the grounds of religion or belief and this means they can make a decision about whether or not to admit a child as a pupil on the basis of religion or belief. Single-sex schools are lawfully permitted to discriminate on the grounds of sex in their admission arrangements.
7. Admission authorities are also subject to the Public Sector Equality Duty and therefore **must** have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.
8. The protected characteristics for these purposes are: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.
9. Further guidance on the Public Sector Equality Duty is available on the website of the Government Equalities Office and from the Equality and Human Rights Commission.

Human Rights Act 1998

10. 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 admission decisions, 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 (as far as is compatible with the provision of efficient instruction and the avoidance of unreasonable public expenditure).

School Standards and Framework Act 1998

11. Chapter 1 of Part 3 of the School Standards and Framework Act 1998 contains the key provisions regarding schools admissions, including the statutory basis for this Code.
12. Section 86 of the SSFA 1998 provides that the admission authority for a maintained school (with the exception of those that select wholly by ability) **must** comply with any preference expressed by a parent except where to do so would prejudice the provision of efficient education or the efficient use of resources.
13. Section 94 of the SSFA 1998 provides that parents (and in some circumstances children) may appeal against a decision to refuse admission to the school. Two or more admission authorities in the same local authority area may make joint arrangements.
14. The Codes largely include the provisions relating to school admissions made in regulations. The most relevant regulations are:
 - a) The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012;
 - b) The School Admissions (Infant Class Sizes) (England) Regulations 2012;
 - c) The School Admissions (Appeals) (England) Regulations 2012; and
 - d) The School Information (England) Regulations 2008

Appendix - Sample Admission Arrangements - *These example arrangements are provided for illustrative purposes only – they are not “suggested” arrangements and should not be seen as such. Arrangements for individual schools **must** be set in the context of local circumstances.*

The school has an agreed admission number of 240 pupils for entry in year 7. The school will accordingly admit up to 240 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 240 or fewer apply.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

- (1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order⁶⁷. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- (2) Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- (3) Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.

Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

⁶⁷ An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

The Admissions Timeline

The timetable and procedures for admissions are set out in both this Code and the School Admissions Regulations 2012. The admissions timeline applies to all state funded schools including Academies and Free Schools (through their funding agreement).

Local Authorities have a key role in providing information to parents on admission arrangements and schools in their area and in co-ordinating school admissions for parents for all state funded schools. Local authorities will also be notified and have oversight of the outcome of all in-year applications.

In the normal admissions round (i.e. October - end February), parents apply to the local authority in which they live for places at their preferred primary or secondary schools. For late applications outside the normal round of admissions (i.e. March - end August), parents apply to the local authority. For in-year applications (i.e. September onwards) there is no requirement for local authorities to co-ordinate in-year for the offer year 2013/14 and all subsequent years but they **must**, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

Example timetable

Determination Year (2011/12)

(The academic year in which admission authorities determine their admission arrangements)

- | | |
|-----------------|--|
| 1 November 2011 | Earliest date to start consultation on proposed arrangements. Consultation must last a minimum of 8 weeks. |
| 1 January 2012 | Deadline for the local authority to formulate a co-ordinated scheme for state funded schools in their area, including any new school or Academy which is expected to open. |
| 1 March 2012 | Deadline for the completion of the consultation on proposed admission arrangements. |
| 15 April 2012 | Deadline for admission arrangements to be determined even if they have not changed from the previous year and a consultation has not been required. |
| 15 April 2012 | After which the Secretary of State may impose a co-ordinated scheme if local agreement has not been secured by this date. |
| 1 May 2012 | Deadline for admission authorities to send a copy of their full determined admission arrangements to their local authority. |

- 1 May 2012 Deadline for local authorities to publish on their website the proposed admission arrangements for any new school or Academy which is intended to open within the determination year, details of where the determined arrangements for all schools, including Academies, can be viewed, and information on how to refer objections to the Schools Adjudicator.
- 30 June 2012 Deadline for Local Authorities to report to the Schools Adjudicator on admission arrangements in their area.
- 30 June 2012 Deadline for objections to the Schools Adjudicator.
- 8 August 2012 Deadline for governing bodies to provide admission arrangements information to the local authority to allow them to compile composite prospectus.

Offer Year (2012/13)

- 12 September 2012 Deadline for local authorities to publish composite prospectus.
- 31 October 2012 National closing date for secondary school applications.
- 15 January 2013 National closing date for primary school applications.
- 28 February 2013 Deadline for admission authorities to publish their appeals timetable on their website.
- 1 March 2013 National offer day for secondary school places.
- 16 April National offer day for primary school places - the first National Offer Day for primary school places will occur in 2014 for the 2014/15 intake).
- 30 June 2013 Deadline for Local Authorities to report to the Schools Adjudicator on admission arrangements in their area.

Appeals

The timescales within which admission authorities must ensure that appeals are heard are detailed in Section 2 of the School Admission Appeals Code. For example, for applications made in the normal admissions round, appeals must be heard within 40 days of the deadline for lodging appeals.

September 2013 New intake starts at school.

Glossary

Academic Year

A period commencing with 1 August and ending with the next 31 July, as defined by the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

Admission Authority

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

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.

Admission Number (or Published Admission Number – (PAN))

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

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 particular 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.

Common Application Form (CAF)

The form parents complete, listing their preferred choices of schools, and then submit to local authorities 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 which 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 school (e.g. where other schools are of the same religious denomination). Conditionality is prohibited by this Code.

Co-ordination / Co-ordinated Scheme

The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

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 were the 164 schools that were 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. At the time of publication, most grammar schools have converted to Academy status.

Home Local Authority

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

Infant Class Size Exceptions

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.

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 five, six or seven 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.

Looked After Children (see also Previously 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 a child in public care at the time of application to a school.

Maintaining Local Authority

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

National Offer Day

The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. For secondary pupils, offers are sent out by the home local authority on 1 March. For primary pupils, this will be on a locally determined date in 2013, then on 16 April from 2014 onwards.

Normal Admissions Round

The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.

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 the 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

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.

Previously Looked After Children

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Reception Class

Defined by Section 142 of the SSFA 1998. An entry class to primary schools providing education suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

Relevant Age Group

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

Schools Adjudicator

A statutory office-holder who is appointed by the Secretary of State for Education, but is independent. The Adjudicator decides on objections to published admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools.

School Year

The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

Statement of Special Educational Need (SEN)

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child

Twice Excluded Pupils

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

Waiting Lists

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

School Admission Appeals Code

Department for
Education

1 February 2012

The School Admission Appeals Code

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Statutory basis for the School Admission Appeals Code

1. The School Admission Appeals Code ('this Code') has been issued under Section 84 of the School Standards and Framework Act 1998. It has been made following a consultation under Section 85(2) of that Act and after being laid before Parliament for forty days.
2. This Code comes into force on **1 February 2012** and applies to all appeals lodged on or after that date. It applies to admission appeals for all maintained schools in England. It should be read alongside the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code and other guidance and law that affect admissions and admission appeals in England.
3. Appeals lodged before 1 February 2012 **must** be heard in accordance with the 2009 Admission Appeals Code and the Education (Admission Appeals Arrangements) (England) Regulations 2002 as amended.
4. This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions by the bodies listed below:
 - a) **admission authorities of maintained schools** as defined in Section 88(1)(a) and (b) of the School Standards and Framework Act 1998;
 - b) **governing bodies and local authorities** (when not admission authorities);
 - c) **admission appeal panels.**

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code.

Application of the Code to Academies

5. Academies, by which we mean Academy Schools¹ (including those that are Free Schools), University Technical Colleges and Studio Schools, are state-funded, non fee-paying independent schools set up under a funding agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academies are required by their funding agreements to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is demonstrable need.

The table overleaf sets out the admission authority for each type of school in England².

¹ Section 53 of the Education Act 2011 will insert Section 1A, which defines an Academy School, into the Academies Act 2010 when it comes into force in 2012. At the time of laying the Code, Academies are defined in Section 1 of the Academies Act.

² For community and voluntary controlled schools the admission authority is usually the local authority, but it may be the governing body if the local authority with the governing body's agreement has delegated responsibility to it for determining admission arrangements.

Type of school	Who is the admission authority?	Who is responsible for arranging an admission appeal?
Academies	Academy Trust	Academy Trust
Community schools	Local Authority	Local Authority
Foundation schools	Governing body	Governing body
Voluntary aided schools	Governing body	Governing body
Voluntary controlled schools	Local Authority	Local Authority

6. The admission authorities of foundation and voluntary aided schools and Academies may ask another body, e.g. the local authority, to carry out some or all of their admissions functions on their behalf. However, the admission authority remains responsible for ensuring those functions are carried out properly.

7. This Code deals with two separate categories of admission appeals:

- a) appeals by parents, and in certain circumstances children (see paragraph 8 below), against an admission authority's decision to refuse admission; and
- b) appeals by governing bodies of community or voluntary controlled schools against a decision by the local authority, as their admission authority, to admit to their school a child who has been permanently excluded from two or more schools.

8. Children have the right to appeal against an admission authority's decision to refuse them admission:

- a) to a school sixth-form; or
- b) to a school at which they wish to receive education other than sixth form education once they have ceased to be of compulsory school age.

Introduction

Purpose of this Code

The purpose of this Code is to ensure the independence of admission appeal panels and to ensure that all admission appeals for maintained schools and Academies are conducted in a fair and transparent way..

This Code has the force of law. Where it imposes mandatory requirements, or refers to requirements in legislation, the words '**must**' or '**must not**' are used.

This Code is designed to give admission authorities the freedom they need to run the appeals process efficiently, whilst maintaining minimum requirements which will ensure fairness and transparency. In drawing up this simpler, shorter Code, we have been guided by the principle that admission authorities are best placed to decide how to meet those requirements.

Section 1: Constitution of Appeal Panels

1.1. Under Section 94 of the School Standards and Framework Act 1998, responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the school. The admission authority and appeal panel **must** act in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions³, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

1.2. Appeal panels perform a judicial function and **must** be transparent, accessible, independent and impartial, and operate according to principles of natural justice.

1.3. Two or more admission authorities in the same local authority area may make joint arrangements for hearing appeals.

Membership

1.4. Admission authorities **must** appoint a clerk to the appeal panel who is independent of the school and the education functions of the local authority. The clerk **must** have knowledge of this Code, the School Admissions Code, other law relating to admissions and other relevant law, and be able to offer advice to enable the panel to undertake its judicial function.

1.5. The admission authority, or the clerk acting on behalf of the admission authority, **must** appoint an independent appeal panel that is comprised of a chair and at least two other panel members. A panel **must** consist of the following persons with at least one from each category:

- a) lay people (someone without personal experience in the management of any school or provision of education in any school (except as a school governor or in another voluntary capacity));
- b) people who have experience in education, who are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school.

1.6. Admission authorities **must** ensure that panel members are independent and retain their independence for the duration of their service.

1.7. The School Admissions (Appeal Arrangements) (England) Regulations 2012 disqualify certain people from membership of an appeal panel. The clerk to the panel **must not** allow a disqualified person to be a member of a panel. A person is disqualified if they are:

- a) a member of the local authority which is the admission authority or in whose area the school in question is located;
- b) a member or former member of the governing body of the school in question;
- c) employed by the local authority or governing body of the school in question, other than as a teacher or teaching assistant⁴;
- d) any person who has, or at any time has had, any connection with the authority,

³ The main provisions relating to admissions are in chapter 1 of Part 3 of the School Standards and Framework Act 1998.

⁴ A teaching assistant is a person who carries out work under paragraph 10 of Schedule 2 to the Education (Specified Work and Registration) (England) Regulations 2003.

- school or any person in sub-paragraph c) above which might reasonably be taken to raise doubts about that person's ability to act impartially;
- e) any person who has not attended training required by the admission authority arranging the appeal panel.

1.8 A person employed as a teacher or a teaching assistant by the local authority or the governing body of another school maintained by the authority may not be taken, by reason only of that employment, to have such a connection with the authority as mentioned in paragraph 1.7(d) above. A person who is a teacher or teaching assistant at a school may not be a member of an appeal panel for the consideration of an appeal for that school. A person may not be a member of an appeal panel for the consideration of a decision not to offer a child a place where they were involved in making that decision or provided information which contributed to the decision.

1.9 Where a panel starts with three members, and one has to temporarily withdraw (for example because of illness), the panel **must** postpone the remaining hearings until the third panel member returns. If the panel member is unable to return, a replacement **must** be appointed and all appeals **must** be reheard. Any appeals which have been part heard before the withdrawal of the panel member **must** be reheard.

Training

1.10 Panel members and clerks **must not** take part in hearings until they have received appropriate training. Admission authorities **must** arrange and fund up-to-date training for appeal panel members on any aspect felt to be relevant to the functioning of the panel. As a minimum, this **must** include the law relating to admissions; their duties under the Human Rights Act 1998 and Equality Act 2010; procedural fairness and natural justice; and the roles of particular panel members (for example, chairing skills). It is the responsibility of the clerk to ensure that all panel members have received any training necessary to enable them to fulfil their role.

Roles and responsibilities

The clerk

1.11 The clerk **must** provide an independent and impartial service. Wherever possible, an appeal panel should have the same clerk for all appeals for a particular year group at a particular school. The clerk's role (in addition to that set out in paragraph 1.10 above) is to make the necessary administrative arrangements for hearings (unless a separate appeals administrator is appointed for this purpose); to notify the parties of the order of proceedings in advance of the hearing; to respond to queries from appellants in advance of the hearing, or to identify the appropriate person to provide a response; to be an independent source of advice (or to seek appropriate advice) on procedure and on admissions law; to keep an accurate record of proceedings; and to provide the parties with written notification of the panel's decision.

The chair

1.12 The chair is responsible for the conduct of the hearing including introducing the parties and explaining the roles of the clerk and the panel, explaining how the hearing will be conducted, and ensuring that the parties have sufficient opportunity to state their case and

ask questions.

Indemnity

1.13 Admission authorities **must** indemnify the members of any appeal panel against any reasonable legal costs and expenses they incur in connection with any decision or action taken in good faith whilst acting as members of the appeal panel.

Costs

1.14 Local authorities **must** allocate reasonable funds to governing bodies of maintained schools which are admission authorities to meet admission appeals costs, including training for panel members, unless the school and local authority agree that the local authority will carry out the administration on the governing body's behalf. Academies receive funding in accordance with their funding agreements.

1.15 Panel members are eligible to receive travel and subsistence allowances and can also be compensated for any loss of earnings or any expenses, including child minding costs, which are necessarily incurred as a result of attending an appeal hearing or associated training⁵. The rate of payment for community and voluntary controlled schools is set by the local authority which **must** have regard to the recommendations of its independent remuneration panel⁶. The rate of payment for voluntary aided and foundation schools and Academies should be set by the respective governing body or Academy Trust with regard to the rate set by the local authority.

⁵ In accordance with the application of Sections 173 and 174 of the Local Government Act 1972 as provided for by the School Admission (Appeals Arrangements) (England) Regulations 2012.

⁶ As provided for in the Local Authorities (Members Allowances) Regulations 2003 (SI 2003/1021).

Section 2: Appeal Hearings

Timetable

- 2.1 Admission authorities **must** set a timetable for organising and hearing appeals that:
- a) includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
 - b) ensures that appellants receive at least 10 school days' notice of their appeal hearing;
 - c) includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;
 - d) ensures that decision letters are sent within five school days of the hearing wherever possible.
- 2.2 Admission authorities **must** publish their appeals timetable on their website by **28 February** each year.
- 2.3 Admission authorities **must** ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:
- a) for applications made in the normal admissions round⁷, appeals **must** be heard within 40 school days of the deadline for lodging appeals;
 - b) for late applications⁸, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
 - c) for applications to sixth forms:
 - i) where the offer of a place would have been conditional upon exam results, appeals **must** be heard within 30 school days of confirmation of those results;
 - ii) where the offer of a place would not have been conditional upon exam results, appeals **must** be heard within 40 school days of the deadline for lodging appeals;
 - d) for applications for in-year admissions⁹, appeals **must** be heard within 30 school days of the appeal being lodged.
- 2.4 Any appeals submitted after the appropriate deadline **must** still be heard, in accordance with whatever timescale is set out in the timetable published by the admission

⁷ Under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 an application is made in the 'normal admissions round' if it is not a 'late application' or an 'in-year application': see footnotes 8 and 9.

⁸ An application is a 'late' application if it is for the admission of a child to a relevant age group; it is submitted before the first day of the school term of the admission year; and a determination relating to the application is not made by an authority on or before the offer date. The 'relevant age group' is the age group at which pupils are or will normally be admitted to the school e.g. reception or year 7 (Section 142 of the School Standards and Framework Act 1998).

⁹ An application is an 'in-year' application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group.

authority.

Notifying appellants of the right to appeal and the appeal hearing

2.5 When a local authority or an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they have to set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which an appeal can be made.

2.6 Where a child is refused admission to a sixth form, they and their parents have the same right of appeal and where they appeal separately admission authorities **must** arrange the appeals so that they are heard together.

2.7 No later than 10 school days before the hearing, the admission authority **must** provide appellants with written notification of the date of and arrangements for the hearing. The notification **must** include a deadline for the submission of any further evidence that was not sent with the initial appeal. Admission authorities **must** inform appellants that any information or evidence not submitted by the deadline might not be considered at the appeal (see paragraph 2.10 below). Admission authorities **must** ask appellants whether they intend to call any witnesses or be represented at the hearing. Parents may waive their right to 10 school days' notice of the hearing.

2.8 Admission authorities **must** comply with reasonable requests from parents for information which they need to help them prepare their case for appeal.

Production of evidence from the admission authority prior to the hearing

2.9 The admission authority **must** supply the clerk to the appeal panel with all relevant documents needed to conduct the hearing in a fair and transparent manner and in accordance with the specified timetable. This **must** include details of how the admission arrangements and the co-ordinated admissions scheme apply to the appellant's application, the reasons for the decision to refuse admission and an explanation as to how admission of an additional child would cause prejudice to the provision of efficient education or efficient use of resources.

2.10 The clerk **must** send all the papers required for the hearing, including the names of the panel members, to both the parties and the members of the panel a reasonable time before the date of the hearing. This will allow opportunity for any objections regarding impartiality of panel members to be notified to the clerk. An appeal panel **must** decide whether any material not submitted by the specified deadline is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

Attendance and representation

2.11 The admission authority **must** provide a presenting officer to present the decision not to admit the child and to answer detailed questions about the case being heard and about the school. If no presenting officer attends on the day of the appeal, the panel can decide to resolve the case by using the evidence submitted by the admission authority if it is satisfied that to do so will not disadvantage the appellant.

2.12 Appeal panels **must** allow appellants the opportunity to appear in person and make oral representations. Appellants may be represented, or accompanied by a friend. Where an appellant fails, or is unable, to attend and it is impractical to offer an alternative date the appeal may go ahead and be decided on the written information submitted. Appeal panels **must** comply with their duties under the Equality Act 2010 when considering an appellant's attendance and representation at the appeal.

2.13 Panels **must not** allow representatives of schools to support individual appeals for places at their school at the hearing itself, or by providing letters of support for appellants. Such support could create conflicts of interest and unfairness to other appellants.

The appeal hearing

2.14 Admission authorities **must** take all reasonable steps to ensure the venue is appropriate, accessible to appellants, and has a suitable area for appellants and presenting officers to wait separately from the panel before and between appeals.

2.15 Admission authorities **must** ensure that appeal hearings are held in private¹⁰, and are conducted in the presence of all panel members and parties. One party **must not** be left alone with the panel in the absence of the other. Where one party is unable to or has failed to attend the clerk **must** remain with the panel and remaining party at all times.

The order of the hearing

2.16 The clerk **must** notify the parties of the order of the proceedings in advance of the hearing. A suggested order is set out below:

- a) case for the admission authority;
- b) questioning by appellant(s) and panel;
- c) case for the appellant(s);
- d) questioning by the admission authority and panel;
- e) summing up by the admission authority;
- f) summing up by the appellant(s).

2.17 The order may need to be varied slightly for grouped multiple appeals (see paragraph 2.20 below). When a parent's and a child's appeals are heard jointly the panel **must** give both the parent and the child the opportunity to present their case. Each may present a different argument. The panel **must** hear all the evidence on an issue before deciding that issue. The panel may decide issues as they occur during a hearing or at the end, but **must** retire to reach such decisions.

Multiple appeals

2.18 Multiple appeals are when a number of appeals have been received in relation to the same school. Admission authorities **must** take all reasonable steps to ensure that multiple appeals for a school are heard by one panel with the same members. Where more than one panel has to consider appeals for the same school, each panel **must** make its own decision independently. A panel hearing multiple appeals **must not** make decisions on any of those

¹⁰ Except in the first stage of grouped multiple appeals (see paragraph 2.20).

appeals until all the appeals have been heard.

2.19 Multiple appeals may be heard either individually or in groups. Hearing multiple appeals individually means holding a series of consecutive appeal hearings. The panel **must** ensure that the presenting officer does not produce new evidence in later appeals that was not presented in earlier appeals as this would mean that appellants whose cases were heard earlier in the process would not have the opportunity to consider and respond to the new evidence. If material new evidence comes to light during the questioning of the presenting officer, the clerk **must** ensure that the panel considers what bearing that evidence may have on all appeals.

2.20 When multiple appeals are grouped, the presenting officer's case is usually heard in the presence of all the appellants at the beginning of the hearing (or sometimes at the start of each day when a hearing runs over a number of days). The appellants' cases are then heard individually without the presence of other appellants. Where there are a large number of appeals, holding grouped multiple appeals offers efficiencies.

Guiding principles for appeal panels

2.21 Appeal panels **must** operate according to the principles of natural justice. Those most directly relevant to appeals are:

- a) members of the panel **must not** have a vested interest in the outcome, or any involvement in an earlier stage, of the proceedings;
- b) each side **must** be given the opportunity to state their case without unreasonable interruption; and
- c) written material and evidence **must** have been seen by all the parties.

Reaching a decision

2.22 Appeal panels **must** either uphold or dismiss an appeal and **must not** uphold an appeal subject to any specified conditions. Under Section 94(6) of the School Standards and Framework Act 1998, a panel's decision that a child shall be admitted to a school is binding on the admission authority concerned.

2.23 Panels **must** ensure that appeals are decided by a simple majority of votes cast. Where the votes are equally divided the panel chair has a second or casting vote. Sections 3 and 4 of this Code provide detail on the decision making process.

Notification of the decision

2.24 The panel **must** communicate the decision of each appeal, including the reasons for that decision, in writing to the appellant, the admission authority and the local authority. The clerk or chair **must** sign the decision letter and send it to the parties as soon as possible after the hearing but not later than five school days, unless there is good reason. In the case of applications outside the normal admissions round, the child **must** be admitted without unnecessary delay.

2.25 The panel **must** ensure that the decision is easily comprehensible so that the parties can understand the basis on which the decision was made. The decision letter **must** contain a summary of relevant factors that were raised by the parties and considered by the panel. It

must also give clear reasons for the panel's decision, including how, and why, any issues of fact or law were decided by the panel during the hearing.

Notes and records of proceedings

2.26 The clerk **must** ensure an accurate record is taken of the points raised at the hearing, including the proceedings, attendance, voting and reasons for decisions.

2.27 These notes and records of proceedings **must** be kept securely by the admission authority for a minimum of two years. Such notes and records will, in most cases, be exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 1998, but admission authorities receiving requests under those Acts for information or data contained in such notes or records should obtain legal advice.

Section 3: Reaching Decisions on Appeals

Two stage process

3.1 Panels **must** follow the two stage decision making process below for all appeals except for infant class size appeals which are dealt with in section 4.

First stage – examining the decision to refuse admission

3.2 The panel **must** consider the following matters in relation to each child that is the subject of an appeal:

- a) whether the admission arrangements (including the area's co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998; and
- b) whether the admission arrangements were correctly and impartially applied in the case in question.

3.3 The panel **must** then decide whether the admission of additional children¹¹ would prejudice the provision of efficient education or the efficient use of resources.

3.4 In all cases, the panel **must** refer to the local authority and the admission authority (if the appeal is for a school that is its own admission authority) any aspects of the admission arrangements that do not comply with admissions law.

3.5 The panel **must** uphold the appeal at the first stage where:

- a) it finds that the admission arrangements did not comply with admissions law or had not been correctly and impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- b) it finds that the admission of additional children would not prejudice the provision of efficient education or efficient use of resources.

3.6 However, in multiple appeals where a number of children would have been offered a place, and to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel **must** proceed to the second stage.

3.7 The panel **must** proceed to the second stage where:

- a) it finds that the admission arrangements did comply with admissions law and that they were correctly and impartially applied to the child; or
- b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied but that, if they had complied and had been correctly and impartially applied, the child would not have been offered a place;

¹¹ At this stage the characteristics and circumstances of the particular child in question will not, except in extreme cases, be relevant to the question of whether the admission will cause prejudice (*R (on the application of M) v Haringey Independent Appeal Panel* [2010] EWCA Civ 1103).

and it finds that the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

Second stage – balancing the arguments

3.8 The panel **must** balance the prejudice to the school against the appellant's case for the child to be admitted to the school. It **must** take into account the appellant's reasons for expressing a preference for the school, including what that school can offer the child that the allocated or other schools cannot. If the panel considers that the appellant's case outweighs the prejudice to the school it **must** uphold the appeal.

3.9 In multiple appeals, the panel **must not** compare the individual cases when deciding whether an appellant's case outweighs the prejudice to the school. However, where the panel finds there are more cases which outweigh prejudice than the school can admit, it **must** then compare the cases and uphold those with the strongest case for admission. Where a certain number of children could be admitted without causing prejudice, the panel **must** uphold the appeals of at least that number of children.

Consideration of prejudice

3.10 Whilst the panel **must** take into account the school's published admission number, the admission authority **must** be able to demonstrate prejudice over and above the fact that the published admission number has already been reached¹². The panel **must not** reassess the capacity of the school, but **must** consider the impact on the school of admitting additional children. In reaching a decision as to whether or not there would be prejudice the panel may consider the following factors:

- a) what effect an additional admission would have on the school in the current and following academic years as the year group moves through the school;
- b) whether any changes have been made to the school's physical accommodation or organisation since an admission number was originally set for the relevant year group;
- c) the impact of the locally agreed Fair Access Protocol¹³;
- d) the impact on the organisation and size of classes, the availability of teaching staff, and the effect on children already at the school.

Appeals for grammar schools

3.11 Designated grammar schools are permitted to select children for admission on the basis of academic ability and may leave places unfilled if there are insufficient eligible applicants¹⁴. Some admission authorities for grammar schools offer places to those who score highest, others set a pass mark and then apply oversubscription criteria to those applicants that reach the required standard.

3.12 Some admission authorities for grammar schools operate a 'local review' process to determine whether children who have, for example, failed the entrance test ought to be

¹² See paragraphs 1.2 to 1.5 of the School Admissions Code for further information about published admission numbers.

¹³ See paragraphs 3.9 to 3.15 of the School Admissions Code for further information about Fair Access Protocols.

¹⁴ Section 86(3)(c) of the School Standards and Framework Act 1998.

deemed as being of grammar school standard. Such review will be completed before the allocation of places so that children who are consequently deemed to be of grammar school standard can be considered at the same time as others. The local review process does not replace a parent's right of appeal against the refusal of a place at a school for which they have applied.

3.13 An appeal panel may be asked to consider an appeal where the appellant believes that the child did not perform at their best on the day of the entrance test. In such cases:

- a) where a local review process has not been applied, the panel **must** only uphold the appeal if it is satisfied:
 - i) that there is evidence to demonstrate that the child is of the required academic standards, for example, school reports giving Year 5/Year 6 SAT results or a letter of support from their current or previous school clearly indicating why the child is considered to be of grammar school ability; and
 - ii) where applicable, that the appellant's arguments outweigh the admission authority's case that admission of additional children would cause prejudice.
- b) where a local review process has been followed, the panel **must** only consider whether each child's review was carried out in a fair, consistent and objective way and if there is no evidence that this has been done, the panel **must** follow the process in paragraph 3.13(a) above.

3.14 In either case the panel **must not** devise its own methods to assess suitability for a grammar school place unrelated to the evidence provided for the hearing.

3.15 If a panel has to consider an appeal for an in-year applicant where no assessment has taken place, it **must** follow the process in paragraph 3.13(a) above.

Appeals for admission to sixth forms

3.16 Where applicants have been refused admission to a particular school because there are more eligible children than places available and oversubscription criteria have been applied, appeal panels **must** follow the two stage process at paragraphs 3.2 to 3.9 above.

3.17 In the case of an appeal where the child did not reach the specified entry requirements, the panel **must not** make its own assessment of a child's ability, but **must** decide whether the admission authority's decision that the child was not of the required standard was reasonable in light of the information available to it. In doing so, it **must** consider whether any process in place to consider such cases (for example, where a pupil had not been studying in England and therefore did not have GCSEs) was carried out in a consistent and objective way.

Boarding schools

3.18 In considering whether prejudice would arise if further children were admitted to a boarding school, the panel **must** consider the effect of admitting additional day pupils on the number of boarding places which are available, for example, if the resultant effect on class

size means that the number of boarding places available would have to be reduced. It is up to the admission authority to provide evidence that this would be the case.

3.19 When considering a decision by the admission authority that a child is unsuitable to board¹⁵, the panel **must not** attempt to make its own assessment of the child's suitability, but **must** decide whether the admission authority's decision was reasonable in light of the information available to it.

Children with disabilities

3.20 In considering whether a child was refused admission because of their disability, panels **must** have regard to the Equality and Human Rights Commission's Code of Practice for Schools when it comes into effect (as of 1 December 2011, the draft Code of Practice is expected to be laid before Parliament in Spring 2012. For the latest information: <http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-timeline/>). In the interim, non-statutory guidance is available on the Equality and Human Rights Commission's website.

Children with statements of special educational needs

3.21 Appeals by the parent of a child with a statement of Special Educational Needs against the choice of school named in the statement, or the fact that no school has been named, are considered by the First-tier Tribunal (Special Educational Needs and Disability), not a school admission appeal panel.

Waiting lists

3.22 Paragraph 2.14 of the School Admissions Code requires admission authorities to maintain waiting lists for oversubscribed schools. Appeal panels **must not** take account of where the admission authority has placed a child on the waiting list, or of the fact that appeals have not been made in respect of other children on the waiting list. Appeal panels **must not** make any decision relating to the placement of a child on a waiting list.

Expressing a preference and Fair Access Protocols

3.23 Paragraph 3.9 of the School Admissions Code requires each local authority to have a Fair Access Protocol to ensure that, outside the normal admissions round, a place at a suitable school is secured quickly for unplaced children, especially the most vulnerable. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. In circumstances set out in its local authority's Fair Access Protocol, an admission authority may refuse to admit a child outside the normal admissions round even though places are available (see paragraph 3.12 of the School Admissions Code).

3.24 The allocation of a place in accordance with a Fair Access Protocol does not override a parent's right to appeal against refusal of a place at any school for which they have applied. If an application has been refused despite there being places available, the governing body **must** present their case for refusal, demonstrating how admission of the child would

¹⁵ See paragraphs 1.40 and 1.41 of the Admissions Code for more information about admissions to boarding schools and suitability to board.

prejudice the provision of efficient education or efficient use of resources. When considering such an appeal, in addition to considering the appellant's arguments for their child to be admitted, the panel **must** take account of the requirements set out in the local authority's Fair Access Protocol. The panel **must** carefully consider whether the presenting officer has clearly proven that admission of the child would be prejudicial to the school or other children.

Section 4: Infant Class Size Appeals

Two stage process

4.1 Regulations¹⁶ made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher¹⁷. Only in very limited circumstances can admission over the limit be permitted¹⁸.

4.2 This section deals only with appeals where an admission authority refuses to admit a child on the grounds that the admission of an additional child would breach the infant class size limit and there are no measures it could take to avoid this without prejudicing the provision of efficient education or efficient use of resources. Decisions on appeals for infant classes where the refusal was for any other reason should be made in accordance with the two stage process in section 3.

4.3 Panels **must** follow the two stage decision making process below when considering infant class size appeals¹⁹. Paragraphs 3.20 (children with disabilities), 3.22 (waiting lists) and 3.23 – 3.24 (Fair Access Protocols) of this Code also apply in relation to this process.

First stage – examining the decision to refuse admission

4.4 The panel **must** consider all the following matters:

- a) whether the admission of an additional child/additional children would breach the infant class size limit;
- b) whether the admission arrangements (including the area's co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;
- c) whether the admission arrangements were correctly and impartially applied in the case(s) in question; and
- d) whether the decision to refuse admission was one which a reasonable admission authority would have made in the circumstances of the case.

4.5 The panel **must** immediately refer to the local authority and the admission authority (if the appeal is for a school that is its own admission authority) any aspects of the admission arrangements it identifies as unlawful.

4.6 The panel **may** only uphold the appeal at the first stage where:

- a) it finds that the admission of additional children would not breach the infant

¹⁶ The School Admissions (Infant Class Sizes) (England) Regulations 2012.

¹⁷ As defined in Section 4 of the School Standards and Framework Act 1998.

¹⁸ See paragraph 2.15 of the School Admissions Code.

¹⁹ The procedure for determining infant class size appeals has been considered by the Court of Appeal and High Court in a number of cases: *R v London Borough of Richmond ex parte JC* [2001] ELR 21, CA; *The School Admission Appeals Panel for the London Borough of Hounslow v The Mayor and Burgesses of the London Borough of Hounslow* [2002] EWCA Civ 900; *R (on the application of South Gloucestershire Local Education Authority) v South Gloucestershire Schools Appeal Panel* [2001] EWHC Admin 732; and *R (K and S) v Admissions Appeal Panel of Cardiff County Council and Cardiff County Council* [2003] EWHC 436 (Admin).

- class size limit; or
- b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

4.7 In multiple appeals where a number of children would have been offered a place under paragraph 4.6 above, and to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel **must** proceed to the second stage.

4.8 The panel **must** dismiss the appeal at the first stage where:

- a) it finds that the admission arrangements did comply with admissions law and were correctly and impartially applied; or
- b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied but that, if they had complied and had been correctly and impartially applied, the child would not have been offered a place;

and it finds that the decision to refuse admission was one which a reasonable admission authority could have made.

Second stage – comparing cases

4.9 The panel **must** compare each appellant's case for their child to be admitted and decide which of them, if any, to uphold. Where the school could admit a certain number of children without breaching the infant class size limit (or without needing to take measures to avoid breaching it that would prejudice the provision of efficient education or efficient use of resources) the panel **must** uphold the appeals of at least that number of children.

Consideration of 'reasonableness'

4.10 The threshold for finding that an admission authority's decision to refuse admission was not one that a reasonable authority would have made is high. The panel will need to be satisfied that the decision to refuse to admit the child was 'perverse in the light of the admission arrangements'²⁰ i.e. it was 'beyond the range of responses open to a reasonable decision maker' or 'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'²¹.

Deferred entry to primary schools

4.11 Primary schools are required to provide for the admission of all children in the September following their following their fourth birthday²². However, parents may defer their child's entry until later in the academic year. In such circumstances the school is required to

²⁰ *The School Admission Appeals Panel for the London Borough of Hounslow v The Mayor and Burgesses of the London Borough of Hounslow* [2002] EWCA Civ 900.

²¹ *Council of Civil Service Unions v Minister for the Civil Service* [1984] 3 All ER 935.

²² See paragraph 2.16 of the School Admissions Code.

hold place for that child. Panels **must** treat such a place as if it has already been taken up.

The provision of information to parents on infant class size appeals

4.12 Admission authorities **must** provide parents with information on the limited circumstances in which an infant class size appeal can be upheld in order that they can make an informed decision about whether to submit an appeal.

Section 5: Further appeals and complaints about appeals

Further appeals

5.1 Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

5.2 A second appeal panel **must** be made up of different members from the first.

5.3 Appellants may apply for a place in the same school in respect of a later academic year and have a further right of appeal if that application is unsuccessful.

Complaints about appeals

5.4 Appellants may complain about maladministration on the part of an appeal panel to the Local Government Ombudsmen in respect of maintained schools. They may complain to the Secretary of State in respect of appeal panels for Academies. Admission authorities **must** inform parents about the arrangements for making a complaint.

5.5 The Secretary of State cannot review or overturn an appeal decision relating to a maintained school²³. An appeal panel's decision can only be overturned by the courts where the appellant or admission authority is successful in applying for a judicial review of that decision.

5.6 However, under Sections 496, 497 and 497A of the Education Act 1996, and under an Academy's funding agreement, the Secretary of State may consider whether:

- a) the panel was correctly constituted by the admission authority; and
- b) the admission authority has acted reasonably in exercising functions in respect of the appeals process or failed to discharge a duty in relation to that process.

²³ In relation to an Academy, the Secretary of State may be able to intervene under the terms of the funding agreement. See paragraph 5.4

Section 6: Appeals by governing bodies against local authority decisions to admit twice excluded children

Notice of appeal

6.1 When a local authority takes a decision that a twice excluded child is to be admitted to a community or voluntary controlled school, it **must** give the governing body of the school notice in writing of that decision and of its right to appeal. The local authority **must** comply with the principles of this Code when organising such appeals.

6.2 The governing body **must** make any appeal against such a decision in writing within 15 school days after the day it is given notice, and **must** give the grounds on which the appeal is being made. Local authorities are not, however, required to make these arrangements where their decisions are in the form of directions made under Section 96 of the School Standards and Framework Act 1998, which empowers the local authority, in prescribed circumstances, to direct a foundation or voluntary aided school to admit a particular child.

Appeal panels

6.3 The appeal panel **must** be constituted in the same way as one hearing an appeal by a parent or a child against an admission authority's decision not to admit. The hearing **must** be on a date determined by the local authority, within 15 school days from the appeal being lodged. A panel **must not** include a member who has been involved in any way in previous considerations of whether the child should be reinstated at any school from which he or she has been permanently excluded or in any previous appeal relating to the child under Section 95(2) of the School Standards and Framework Act 1998.

The appeals procedure

6.4 The appeal panel **must** ensure that appeals are heard in private and allow:

- a) the local authority and the governing body to make written representations; and
- b) a representative of the local authority and a governor nominated by the governing body to appear and make oral representations.

6.5 In considering the appeal, the panel **must** consider:

- a) the reasons for the local authority's decision to admit the child; and
- b) any reasons put forward by the governing body as to why it does not want to admit the child.

6.6 Panels **must** ensure that appeals are decided by a simple majority of votes cast. Where the votes are equally divided the panel chair has a second or casting vote. The decision reached is binding and the school and local authority **must** comply with it.

6.7 The clerk **must** communicate in writing the decision of an appeal panel, and the reasons for it, to the local authority, governing body and parents concerned, by the end of the second school day after the conclusion of the appeal hearing. The decision may also be confirmed to the parents by telephone before then.

6.8 Where a child has been permanently excluded from two or more schools (and the

most recent exclusion occurred within the past two years), Section 95 of the School Standards and Framework Act 1998 provides that arrangements do not have to be made for the parent (or, in the case of sixth form education, the child) to appeal against a decision to refuse admission.

6.9 Where a local authority wishes an Academy to admit a particular child against the wishes of the Academy the case should be referred to the Secretary of State, who has the power to direct admission.

Appendix 1

Relevant Legislation

1. This appendix signposts the law relevant to admission appeals. It does not provide guidance on interpreting the law - that is for the courts.

Equality Act 2010

2. This Act consolidates the law prohibiting discrimination, harassment and victimisation and expands the list of protected characteristics. All schools **must** have due regard to their obligations under the Act. Their policies and practices, including admissions arrangements and decisions, **must** meet the requirements of the Act, and failure to do so may be relevant to the matters an appeal panel has to decide.

3. An admission authority or appeal panel **must** not discriminate on the grounds of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation against a person in the arrangements it makes for an appeal.

4. An admission authority or appeal panel **must** not harass an appellant, or a child who is the subject of an appeal, in relation to their disability, race or sex.

5. An admission authority or appeal panel **must** not victimise a person in relation to a protected act done or believed to have been done by that person (e.g. bringing proceedings under the Equality Act 2010) in the arrangements it makes for an appeal.

6. Schools designated by the Secretary of State as having a religious character (faith schools) are exempt from some aspects of the prohibition of discrimination on the grounds of religion or belief. This means they can make a decision about whether or not to admit a child as a pupil on the basis of religion or belief. Single sex schools are lawfully permitted to discriminate on the grounds of sex in their admission arrangements.

7. Admission authorities and appeal panels **must** have regard to the Equality and Human Rights Commission's Code of Practice for Schools when it comes into effect. In the interim, non-statutory guidance is available on the Equality and Human Rights Commission's website.

8. Admission authorities are also subject to the Public Sector Equality Duty. Therefore they **must** have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

9. Further guidance on the Public Sector Equality Duty is available on the website of the Government Equalities Office and from the Equality and Human Rights Commission.

Human Rights Act 1998

10. 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. However, admission authorities and appeal panels need to consider parents' reasons for expressing a preference when they make admission

decisions and when making decisions on appeals. These reasons might include, for example, the parents' rights to ensure that their child's education conforms to their own religious or philosophical convictions (as far as is compatible with the provision of efficient instruction and the avoidance of unreasonable public expenditure).

School Standards and Framework Act 1998

11. Chapter 1 of Part 3 of the School Standards and Framework Act 1998 contains the key provisions regarding schools admissions and admission appeals.
12. Section 86 of the SSFA 1998 provides that the admission authority for a maintained school (with the exception of those that select wholly by ability) **must** comply with any preference expressed by a parent except where to do so would prejudice the provision of efficient education or the efficient use of resources.
13. Section 94 requires admission authorities to make arrangements for parents (and in some circumstances children) to appeal against a decision to refuse admission to the school. Two or more admission authorities in the same local authority area may make joint arrangements.
14. Where a child has been permanently excluded from two or more schools (and the most recent exclusion occurred within the past two years), Section 95 provides that arrangements do not have to be made for the parent (or, in the case of sixth form education, the child) to appeal against a decision to refuse admission.
15. Under Section 95 local authorities **must** make arrangements for a community or voluntary controlled school in their area to appeal against a decision by the authority to admit a twice excluded child (as above) to the school.
16. The School Admissions (Appeal Arrangements) (England) Regulations 2012 contain requirements relating to the constitution of appeal panels and the payment of allowances to appeal panel members. These requirements are also included within section 1 of this Code.

Appendix 2

Further information about the Local Government Ombudsman

1. The Local Government Ombudsman can investigate complaints about maladministration on the part of an appeal panel for a maintained school. A complaint to an Ombudsman is not a further appeal. It must relate to the administration of an appeal rather than the appeal decision. Maladministration covers issues such as failure to follow correct procedures or failure to act independently and fairly. It does not cover the merits of decisions that only the panel has the authority to make. Therefore, generally, the Ombudsman cannot consider whether the appeal panel was correct to uphold or dismiss the appeal.
2. The Ombudsman is not able to overturn the appeal panel's decision but, where they find that there has been maladministration, they may make recommendations for a suitable remedy. For example, they may recommend that an appeal is reheard by a different panel and with a different clerk.
3. Appellants considering making a complaint can contact the Local Government Ombudsman's **Advice Line** on **0300 061 0614**, visit the website at www.lgo.org.uk, email advice@lgo.org.uk or write to:

The Local Government Ombudsman
PO Box 4771
Coventry
CV4 0EH.

Complaints about appeal panels for Academies

4. Complaints about maladministration on the part of an appeal panel for an Academy, or that an Academy Trust has failed to comply with the Appeals Code in setting up a panel, are investigated by the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. At the date of publication this is the Young People's Learning Agency.
5. Appellants considering making a complaint can email the Young People's Learning Agency at academyquestions@ypla.gov.uk or write to:

Young People's Learning Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT.

Choosing a Secondary School



Issue 12

If your child was born between 1st September 2002 and 31st August 2003, he or she will be due to start secondary school in September 2014

How do I apply?

In early September, your child's primary school will hand out letters from us, which invite you to apply. We would prefer you to apply online via our website and the online facility will be open from Monday 9th September 2013 until midnight on Thursday 31st October 2013. If you do not have access to the internet at home, you can access the website at any Stockton library.

The letter will also contain a telephone number that you can ring to request a paper application form, if necessary. All forms (online or paper) must be received by the School Admissions team by 31st October 2013 – any forms received after this date will be classed as 'late' applications and we will only be able to consider them after we have considered all of the applications received before the closing date.

You must complete an application form in order to gain a secondary school place for your child – do not assume that a place will be allocated automatically.

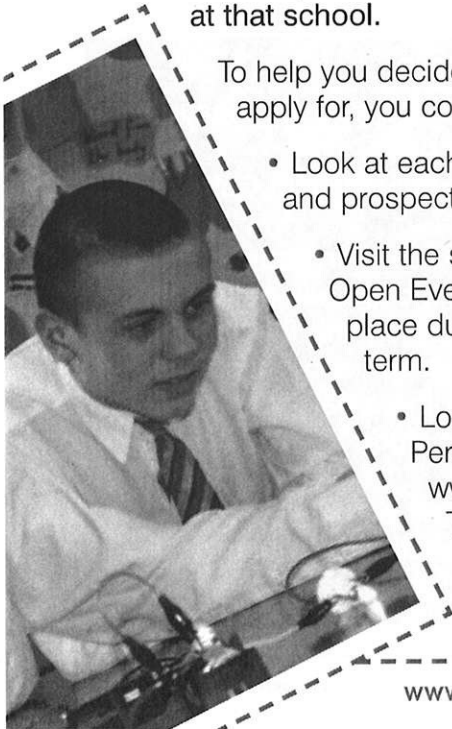


How should I decide which schools to apply for?

You can apply for up to three schools on the application form. Please do not apply for the same school three times, as this will not increase your chance of getting a place at that school.

To help you decide which schools to apply for, you could:

- Look at each school's website and prospectus;
- Visit the schools on their Open Evenings, which will take place during the autumn term.
- Look at the Performance Tables on www.education.gov.uk. These contain a range of information including the number of pupils on roll at a school; the percentage of pupils achieving 5 A*-C GCSEs (or equivalents) including English and maths GCSEs; and the percentage of pupils making expected progress in English and maths. There is also a link to the school's most recent Ofsted inspection report.
- Think about how your child will travel to school – don't assume that the Local Authority (LA) will provide transport just because the school you have chosen is some distance from your home. You can find out whether or not you would qualify for help with transport at www.stockton.gov.uk/citizenservices/comm_serv/commt/schooltransport.
- Find out which schools are your admission zone schools, using the map facility on our web pages. If we have more applications than places available at a school you have applied for, you will have higher priority for a place at the school if it is your admission zone school.



How are places allocated?

We publish a Primary & Secondary Admissions booklet each year, which contains information about the admissions process. The booklet will be available on our website from September 2013 and a copy will be sent to every school in Stockton.

Stockton LA is responsible for the coordination of school admissions for people who pay their Council Tax to Stockton Borough Council. This means that you apply via Stockton LA, even if the school you want is not in the Stockton area. We will liaise with our colleagues in neighbouring authorities and with the Voluntary-Aided (VA) schools, Academies and the proposed Free School in Stockton, to make sure all parents are offered a school place.

Any child with a final Statement of Special Educational Need that names a specific school, will be allocated a place at that school. Places are then allocated according to a set of admission criteria, known as the oversubscription criteria, which are used when there are more applications for a school than places available at that school. Each admission authority sets its own oversubscription criteria. Stockton LA acts as the admission authority for the four Community secondary schools in Stockton: Bishopsgarth; Egglecliffe; Grangefield & Northfield. You can find the oversubscription criteria for these schools in our Primary & Secondary Admissions booklet.

VA schools (also known as church schools or Roman Catholic schools), Academies and the proposed Free School act as their own admission authorities and set their own admission criteria.

VA secondary schools in Stockton:

- Ian Ramsey CE
- Our Lady & St Bede RC
- St Michael's RC
- St Patrick's Catholic College

Secondary Academies in Stockton*

- All Saints Church of England
- Conyers School
- North Shore
- Thornaby

*Please note other secondary schools may convert to Academy status during this admissions round.

If you want to apply for a place in a VA school, Academy or proposed Free School, you will still need to complete our online application or paper application form and we will forward it to the VA school, Academy or the proposed Free School after the closing date. They will apply their oversubscription criteria and let us know who we can offer places to, on their behalf.

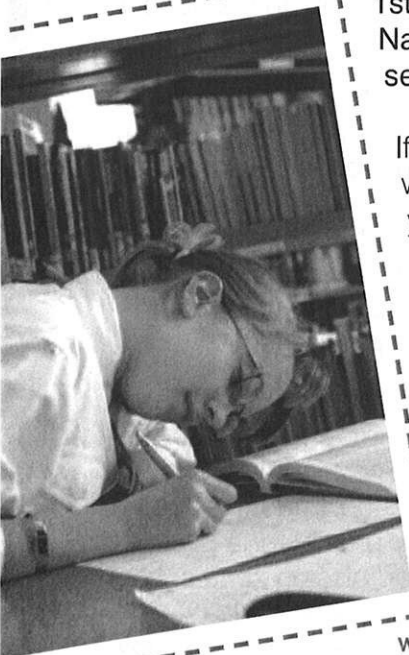
Each VA school, Academy and Free School will have its own oversubscription criteria, which are set out in its admission policy. You can view the policies on our web pages at www.stockton.gov.uk/schooladmissions.

If you are intending to apply for a place at the proposed Ingleby Manor Free School please note we will provide you with more information when it becomes available.

When will I find out which school my child has been allocated?

1st March 2014 is National Offer Day for secondary school places.

If you apply online, you will be able to tick to say you would like to receive an email on that day to inform you of your child's allocated school. We will also send you a letter via 2nd class post that will arrive either on or just after 1st March 2014.



THINGS TO REMEMBER:

- Apply online to avoid your application being lost in the post.
- Make sure you apply by 31st October 2013.
- Remember to indicate on your application if your child has a brother or sister already attending the school.
- If your child has a social or medical reason for attending a particular school, make sure you include this on the application form.
- You can contact us on 01642 526605 if you have any questions about the admissions process.

Stockton-on-Tees Borough Council Secondary School Admissions for 2014

The transition from primary to secondary school is an important time for children and their parents or carers. To support you with the transition, open evenings will be held in all secondary schools across Stockton. You will be able to see first-hand the excellent facilities and learning environments provided by our schools and you will be able to meet the experienced and supportive school staff who will welcome your child in 2014.

Secondary School Open Evenings – September/October 2013			
SCHOOL	DATE(S)	TIMES	HEAD TEACHER / PRINCIPAL
Bishopsgarth School, Harrowgate Lane, Stockton-on-Tees, TS19 8TF Tel: 01642 586262	Tuesday 24th September 2013	6.00pm	Michael Henderson
Egglescliffe School, Urlay Nook Road, Eaglescliffe, Stockton-on-Tees, TS16 0LA Tel: 01642 352570	Thursday 26th September 2013 – parents only	7.30pm	Angela Darnell
	Thursday 17th October 2013 – parents & pupils	7.00pm	
Grangefield School, Oxbridge Avenue, Stockton-on-Tees, TS18 4LE Tel: 01642 353637	Thursday 26th September 2013	6.00pm – 8.00pm	Shelagh Potter
Ian Ramsey CE School, Greens Lane, Fairfield, Stockton-on-Tees, TS18 5AJ Tel: 01642 585205	Thursday 3rd October 2013	6.00pm – 8.00pm	Janet Wilson
Northfield School, Thames Road, Billingham, TS22 5EG Tel: 01642 557373	Monday 23rd September 2013	6.00pm – 8.30pm	Craig Walker
Our Lady & St Bede RC School, Bishopton Road West, Stockton-on-Tees, TS19 0QH Tel: 01642 890800	Tuesday 17th September 2013	6.00pm – 8.00pm	John Smith
St Michael's RC School, Beamish Road, Billingham, TS23 3DX Tel: 01642 870003	Wednesday 2nd October 2013	6.00pm – 8.00pm	Joe White
St Patrick's Catholic College, Baysdale Road, Thornaby, TS17 9DE Tel: 01642 613327	Monday 23rd September 2013	6.00pm – 8.00pm	Mark Taylor
All Saints CE Academy, Blair Avenue, Ingleby Barwick, Stockton-on-Tees, TS17 5BL Tel: 01642 754650	Thursday 3rd October 2013	6.00pm – 8.30pm	Kevin Mann
Conyers School, Green Lane, Yarm, Stockton-on-Tees, TS15 9ET Tel: 01642 783253	Tuesday 1st October 2013	6.00pm – 8.00pm	Louise Spellman
North Shore Academy, Talbot Street, Stockton-on-Tees, TS20 2AY Tel: 01642 612381	Tuesday 1st October 2013	5.00pm – 7.00pm	Bill Jordan
Thornaby Academy, Baysdale Road, Thornaby, TS17 9DB Tel: 01642 763244	Monday 7th October 2013	8.30am – 10.30am & 6.00pm – 8.00pm	Maryssa O'Connor
	Wednesday 9th October 2013	8.30am – 10.30am	
	Friday 11th October 2013	8.30am – 10.30am	
Ingleby Manor Free School Venue will be confirmed via school website	Thursday 3rd October 2013	6pm – 8pm	David Willard
	Tuesday 22nd October 2013		

The information contained in the table above was correct at the time of printing.

IMPORTANT DATES

9th September 2013 - Common application form available online or as a paper form

31st October 2013 - Closing date for submitting common application forms

1st March 2014 - Notification of allocation, by email if application was online, and/or by letter posted 2nd class

May 2014 - Appeal hearings arranged

Remember to apply online, or by paper form, which should be returned to: School Admissions, Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1XE by 31st October 2013.

IF YOU DO NOT RETURN YOUR FORM ON TIME YOU MAY NOT SECURE A PLACE FOR YOUR CHILD AT YOUR PREFERRED SCHOOL.

HOW TO APPLY FOR A SECONDARY SCHOOL FOR 2014

If you are a parent or carer who is resident in Stockton-on-Tees and you have a child who is due to start secondary school in 2014, you will need to apply for a secondary school place through Stockton Local Authority (LA), whether the school of your choice is situated in Stockton LA or in a different LA.

You can apply online at www.stockton.gov.uk/schooladmissions between 9th September 2013 and 31st October 2013. Alternatively you can complete a paper application form (contact School Admissions on **01642 526605** or email schooladmissions@stockton.gov.uk to request a form).

If your child attends a primary school in Stockton-on-Tees, (s)he will be given an information letter via the school in the week commencing 9th September 2013. The Primary & Secondary Admissions Booklet 2014, which explains the admissions process, will also be available on the School Admissions web pages (www.stockton.gov.uk/schooladmissions).



Stockton-on-Tees
BOROUGH COUNCIL

Children and Young People

Big plans for the young people of our Borough



Received:	Acknowledged:
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Common application form for Primary schools 2014

Section 1 - Online Admissions

If you apply online instead of filling in this form you will be emailed your allocation on the 16th April 2014. Use the web address www.stockton.gov.uk/schooladmissions and follow the links for Online Admissions. You will be able to access the website from 11 November 2013 to 15 January 2014.

Section 2 - Child's Details

Child's Name:.....
 Date of Birth:.....
 Child's Address:.....

 Child's Current School:

	Yes	No
a) Is the child named above, either in the care of the Local Authority or previously a looked after child and has since become adopted or subject to a residence or special guardianship order ?	<input type="checkbox"/>	<input type="checkbox"/>
If so please give details including name of the Social Worker		
.....		
.....		

b) Does the child named above have complex needs ?	<input type="checkbox"/>	<input type="checkbox"/>
If so please give details regarding their Special Educational Needs		
.....		
.....		

c) Will your child need any physical help getting into and around the school building?	<input type="checkbox"/>	<input type="checkbox"/>
If so please give details:		
.....		
.....		

Section 3 - Your details

Title (Mr, Mrs, Miss, Ms):
 Name:
 Relationship to child:
 Address: (if different from child's address)

 Phone:

Please now enter your preferred schools

Section 4

No: 1

Name of School:

Reasons: (please tick any that apply)

This is the admission zone school

The child will have a brother or sister here when they start school

Please give the name and date of birth of the brothers or sisters:

Medical or social reasons (please make sure you provide details below as we may require further information)

Religious reasons (please provide details below)

Are you applying for a Church Place? (this applies to Voluntary Aided (VA) Church Schools)

Other information:

Section 5

No: 2

Name of School:

Reasons: (please tick any that apply)

This is the admission zone school

The child will have a brother or sister here when they start school

Please give the name and date of birth of the brothers or sisters:
.....

Medical or social reasons (please make sure you provide details below as we may require further information)

Religious reasons (please provide details below)

Are you applying for a Church Place? (this applies to Voluntary Aided (VA) Church Schools)

Other information:
.....
.....
.....

Section 6

No: 3

Name of School:

Reasons: (please tick any that apply)

This is the admission zone school

The child will have a brother or sister here when they start school

Please give the name and date of birth of the brothers or sisters:
.....

Medical or social reasons (please make sure you provide details below as we may require further information)

Religious reasons (please provide details below)

Are you applying for a Church Place? (this applies to Voluntary Aided (VA) Church Schools)

Other information:
.....
.....
.....

Section 7

Declaration

As far as I know, the information I have given on this form is complete and true. I understand that if I give you false information, you may withdraw any school place you have offered my child.

Your Signature: **Date:**

Your Full Name (please print):

**Please return to: School Admissions Section, Children Education & Social Care, Municipal Buildings, Church Road, Stockton-on-Tees TS18 1XE
SAT NAV code: TS19 1UE**

Data Protection Act 1998

Stockton Borough Council is the Data Controller for the DPA Act 1998. The personal data or information provided by you on this application form will be recorded, processed and used to process your admission application. We may also disclose some or all of this information with other services in the authority and any other relevant admission authorities, but only if the law permits us to do so.

REMEMBER TO RETURN YOUR FORM BY THE 15TH JANUARY 2014. IF YOUR FORM IS RECEIVED LATE YOUR APPLICATION WILL BE CONSIDERED AFTER ALL THOSE RECEIVED ON TIME SO YOU MAY NOT GET YOUR PREFERRED SCHOOL.

To the parent/carer of :

Tel: (01642) 526605 Fax: (01642) 526607
Email: schooladmissions@stockton.gov.uk

2nd September 2013

Dear Parent/Carer

Admission to Secondary schools - September

In September 2014, your child will need a place at a secondary school and you must complete an application to let me know which school(s) you would prefer your child to attend. All applications must be received by the closing date - . If your application is received after that date it will be classed as late and will be dealt with after all of those we received on time. This may result in you not being allocated a place at your preferred school(s).

Online Applications

Access our website - www.stockton.gov.uk/schooladmissions and click on applying for a school place online. To apply online please use the following UID: . If you have any problems using this UID please click No UID and continue with the application. You will need to register and follow the online instructions to make your application. One of the benefits of applying online is that you will receive your allocation by email on the 1st March 2014. Letters will be posted on the 1st March 2014 by 2nd class post.

If you do not have a computer, you can go to any of the libraries in the Borough where they have computers available for public use. Some schools may let you use their facilities but you would need to check with individual schools.

You will also be able to get more information about admission policies, admission zones, school transport etc. from our Primary & Secondary Admissions Booklet for admissions in 2014 which is available on our website www.stockton.gov.uk/schooladmissions or you can ring for a paper copy. I would advise you to read the booklet before completing your application. I also enclose a list of open evenings.

If you prefer to complete a paper application, please contact the Admissions Office on 01642 526605 or email schooladmissions@stockton.gov.uk and we will post one out to you.

Please do not hesitate to contact me should you wish to discuss further.

Yours sincerely



Admissions, Placements & Commissioning Manager

Tel: (01642) 526605 Fax: (01642) 526607
Email: school.admissions@stockton.gov.uk

26/06/14

Dear Parent/Carer

REMINDER - NO APPLICATION FORM RECEIVED FROM YOU FOR A PLACE IN SECONDARY SCHOOL IN SEPTEMBER 2014 - CLOSING DATE FOR APPLICATIONS: 31st OCTOBER 2013

You have less than 2 weeks to make an application for secondary school for your child. You can make an application online by **31st October 2013** at www.stockton.gov.uk/schooladmissions or you can complete the paper form enclosed with this letter and return it to School Admissions **by 31st October 2013**.

If you do not submit an application to us (either online or paper form) **by 31st October** you may not get a place for your child at your preferred secondary school. Any applications received **after 31st October** will be dealt with **after** all those that have been received on time and **you may not get a place at your preferred school**.

Don't lose the opportunity to state your preferences - get your form in on time.

If you have received this letter and think you have already made an application, please contact School Admissions **before 31st October** so that we can check for you. It's better to be sure that we have received your application.

I look forward to receiving your application on time.

Yours sincerely



Darren Coulton
Admissions, Placements & Commissioning Manager

To the parent/carer of :

Tel: (01642) 526605 Fax: (01642) 526607
Email: school.admissions@stockton.gov.uk

26/06/14

Dear Parent/Carer

REMINDER - NO APPLICATION FORM RECEIVED FROM YOU FOR A PLACE IN SECONDARY SCHOOL IN SEPTEMBER 2014 - CLOSING DATE FOR APPLICATIONS: 31st OCTOBER 2013

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If you do not submit an application to us (either online or paper form) **by 31st October** you may not get a place for your child at your preferred secondary school. Any applications received **after 31st October** will be dealt with **after** all those that have been received on time and **you may not get a place at your preferred school**.

Don't lose the opportunity to state your preferences - get your form in on time.

If you have received this letter and think you have already made an application, please contact School Admissions **before 31st October** so that we can check for you. It's better to be sure that we have received your application.

I look forward to receiving your application on time.

Yours sincerely



Darren Coulton
Admissions, Placements & Commissioning Manager

To the parent/carer of :

