

## Admissions Briefing Paper: Autumn Term 20

*Audience: Governors, Trustees, Clerks and School Leaders where the School, Academy or Trust is its own admissions authority.*

### Keeping on Top of Admissions

It can take up to 24 months to review, consult and implement new admissions arrangements. Therefore to implement changes for admission entry in September 2022, a governing board would be starting the process now. As admissions is an annual process it means at certain times of the year the governing board could be engaged in the appeals, implementation and proposal of more than one set of admission rounds. This can get confusing so **we strongly recommend that admissions matters and key dates are embedded into the operational plans/calendar of the governing board.**

To try to clarify the process we have produced a [governor workflow document](#) to support boards in ensuring that they keep on track, [it is available here.](#)



### Review of Admissions Arrangements



**We advise all governing boards/trusts to review their admission arrangements annually**, in order to assess how the arrangements are working in practice. We recommend that schools analyse their intake to review the effect of their admissions arrangements. It will not always be necessary to change the arrangements, the board will know this if a review has taken place. Depending on the structure of the board this is sometimes delegated to the admissions committee.

[An example review document with key questions is available here.](#)

### Sample Policies

For governing boards or trusts who are reviewing their admissions arrangements, we have updated the [sample policies on our website.](#)

### Policy Changes

Any major change to an admissions policy needs to go through a public consultation process for a period of six weeks between 1<sup>st</sup> October and 31<sup>st</sup> January. Church of England Schools are required to consult with their diocese about proposed admission arrangements before any public consultation. Schools wishing to make changes to their policy should send a draft of their proposed admissions policy to [info.ed@leeds.anglican.org](mailto:info.ed@leeds.anglican.org) by the end of October at the latest.

We have produced a brief [guide to consultation](#) which is available on our website.



## Are you compliant?

You should have:



Agreed the admissions arrangements (policy) for entry in September 21 as a minuted item of the full governing board by 28 <sup>th</sup> February 2020.	
Sent a copy of your admissions arrangements (policy) for September 21 to the Local Authority and Diocese by March 15 <sup>th</sup> 2020.	
Published your admissions arrangements for entry in September 21 on your website	

## Variation Requests following Churches being closed due to COVID-19.

We contacted all of our schools regarding the issue of church attendance in admissions criteria and churches being closed back in July. The team have been working tirelessly through the summer trying to keep up to speed with a changing situation and sending in variations to support schools. Nationally, the OSA have received around 900 COVID variation requests, the vast majority - over 850 - being for CoE schools. Of these around 360 have already been issued. Adjudicators are working their way through the remainder - while awaiting a response from a school or group of schools, they will automatically move onto another outstanding batch. We don't have an outline figure for academies - ESFA does not normally deal with such a volume of requests, so that may also have a bearing on turn-round times, as will all the other pressures on their staff. The picture is of course still changing, although the number of requests coming in is now much less than the number of applications being granted. Please do submit your applications if you wish to and haven't yet done so.

Responses to our schools have begun to come in, we are copied into those responses so there is no need to let us know. The response to schools generally come in one of these three formats.

- a) The variation is approved and no further action is necessary
- b) The variation is approved but the OSA/ESFA suggest a minor amendment is needed to the policy (this **MUST** be done)
- c) The variation is not approved and changes are needed to the policy before any agreement to the variation is made

In some cases the OSA is contacting the school by phone and requesting further information as part of the decision making process. The team are available to support if necessary, don't hesitate to get in contact should you need to.



**If you have any questions don't be afraid to ask.**

**Specific enquiries about admissions should be directed to the named adviser to the school.**

