

Annual 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, but the following questions could form a basis for discussion. Some questions will be more relevant than others depending on the school context.

Complete the table below, adjust the oversubscription criteria to match your own.

School Name:		Admission Year:	
PAN:		Total Applications:	
		Total allocations:	
Admission criteria			Number allocated
Pupils admitted due to their special educational needs who have an EHCP			
Oversubscription criteria- fill in below			
1.			
2.			
3.			
4.			
5.			
6.			
Largest home-school distance- where a tie break has been applied			

Use the following questions as a stimulus for discussion with your board. Record your answers and keep with your governance records.

The Governing Board
<ol style="list-style-type: none"> Which members of the board are familiar with the statutory requirements of the Schools Admissions Code 2014 and Diocesan Guidance? Did the admissions arrangements meet statutory requirements last year, including meeting expectations around publishing materials and were all the key deadlines met? When was the last time board members received training on school admissions?
Meeting the Needs of the Vulnerable
<ol style="list-style-type: none"> To what extent are the admission arrangements shaped by the school’s distinctive Christian vision? Is this reflected in your intake? Do admissions arrangements make the needs of the vulnerable and disadvantaged a priority?

Oversubscription Criteria

7. **Is the school ever oversubscribed or likely to be so?** *If the answer to this is no, then Diocesan advice is to remove unnecessary oversubscription criteria.*
8. **Can governors give a clear rationale for their choice of oversubscription criteria?**
9. **Do you have church attendance as oversubscription criteria?** *For schools/academies that answer yes to this question but never receive applications based on this priority then Diocesan advice is to remove the unnecessary oversubscription criteria.*
10. **Do local children miss out on a place because of oversubscription criteria, if so, how many?**
11. **Is there provision for children from the same family to attend the same school?**
12. **Are the oversubscription criteria objective so that parents can assess the likely prospects of their success at getting a place?**
13. **Have you considered if there are any unintentional consequences of oversubscription criteria?**

Admissions Arrangements

14. **Are your admissions arrangements published on your website and in a timely manner?**
15. **Are the admission arrangements fair, objective and clear so easily understood by parents? How do you know?**
16. **Do the arrangements include distance as a criterion and, if so, does this enable the school to serve its local community? Are the methods of measuring distance objective and clear for parents?**
17. **Do the admission arrangements enable the school to contribute to community cohesion and, if so, how?**
18. **Do the admission arrangements allow the pupil population of the school to reflect the ethnic balance of the local community, including those for whom English is not the first language?**

Appeals

19. **Is the appeals procedure adequately explained to parents? Are details easily available on the website?**
20. **Do the persons from whom the appeals panel are constituted reflect the ethnic and social mix of your community? Have you assured yourselves that they have undergone the required training?**

Possible Next Steps

Reviewed by:

Date: