

Admission Arrangements

All schools must have admission arrangements that explain clearly 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.

Admission Authority

Community schools	Local Authority (LA)
Voluntary Controlled (VC) schools	LA
Voluntary Aided (VA) schools	Local Governing Body
Academies	MAT

Derby Diocesan Board of Education (DBE) produces guidance to support Admission Authorities to determine their policies. Admission Authorities must formally approve (determine) admission arrangements annually, even if they have not changed from previous years and a consultation has not been required. Where any material changes are proposed, the Admission Authority must first publicly consult on those arrangements for a minimum of 6 weeks between 1 October and 31 January.

Even if no changes are made, a school's admission arrangements must be consulted on at least once every 7 years. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements. Derby DBE suggests that schools try to complete consultations before breaking up for the Christmas holidays. For information about who to consult, please see the [Admissions Code 2021](#).

Consultation is not required if proposed changes are to:

- ensure compliance with the Code,
- correct an error or clarify a point,
- adhere to a determination of the Schools Adjudicator.

Applications

Parents must complete the LA Common Application Form. In the normal admissions round parents apply to the LA in which they live for places at their preferred schools. Parents can express a preference for at least three schools. The application can include schools outside the LA where the child lives - a parent can apply for a place for their child at any state-funded school in any area.

Offer of Places

If a school is undersubscribed, any parent that applies must be offered a place for their child. When oversubscribed, Admission Authorities must rank applications according to its published oversubscription criteria and send that list back to the LA. All preferences are collated and parents then receive an offer from the LA. For primary schools, the offer is made on or about 16 April, in the year in which the child will be admitted. For secondary schools, the offer is made on or about 01 March, in the year in which the child will be admitted.

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.

Appeals

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, the deadline for lodging an appeal and the contact details for making an appeal. The Admission Authority must appoint an independent appeal 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.

Process to Approve your Admission Arrangements

The admissions process runs over a 2-year cycle. This begins in September when the governing board must consider several questions.

Setting the Published Admission Number (PAN)

1. As part of determining their admission arrangements, all Admission Authorities must set an admission number for each 'relevant age group' ie. reception, year 3 or year 7.
2. We expect an Admission Authority of a VA school to consult with the DBE if there is a proposal to increase the PAN as this could have significant implications for the building. Admission Authorities must notify their LA of their intention to increase their PAN and we would also encourage a conversation with other local schools. Reference to an increase in PAN must be made on the school's website.
3. For a community or VC school, the LA (as Admission Authority) must advise at least the governing board of the school where it proposes to increase the PAN.
4. All Admission Authorities must consult where they propose a decrease to the PAN. The level of consultation expected is set out in the Admissions Code 2021.
5. If, at any time following determination of the PAN, an Admission Authority decides that it can admit above its PAN, it must notify the LA in good time to allow the LA to deliver its co-ordination responsibilities effectively. Admission Authorities may also admit above their PAN in-year.

Agreeing the Admissions Criteria

Admission Authorities must publish numbered criteria for cases when the school is over subscribed for the number of available places, in accordance with the Admissions Code and Derby DBE's Guidance ([available on our website](#)).

Admission Authorities can only allocate places based on their determined admission arrangements, and a decision to offer or refuse admission must not be made by one individual in an Admission Authority. The governing body of an Admission Authority, or an Admissions Committee to which that function has been properly delegated, must make such decisions.

All schools, including schools designated with a religious character, that have enough places available in the normal admissions round must offer a place to every child who has applied, without condition or the use of any oversubscription criteria.

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 school designated with a religious character.

Ensuring your Admissions Criteria are approved by the DBE

For Admission Authorities NOT Consulting:

If you do not wish to make changes to your admissions criteria, and do not need to consult due to the 7-year rule, then we ask that your admission arrangements are sent to the DBE by **30 November** at the very latest. Please email them to officeDBE@derby.anglican.org

For Admission Authorities that ARE Consulting:

Church of England schools must consult with the DBE prior to public consultation. Please email your draft proposal to officeDBE@derby.anglican.org by **01 November** at the very latest. Your proposal will be responded to by **01 December** so that public consultation can proceed.

Public consultation must then take place for a six-week period concluding by **31 January**. There is a statutory obligation to include the DBE as a consultee; you must therefore copy us in on all communications by emailing officeDBE@derby.anglican.org

It is important that the governing body formally approve (determine) admission arrangements once they have been to consultation by **28 February** at the latest. A minute of this formal determination should be taken in the relevant governing body meeting.

Schools must publish their determined admission arrangements on the school website by **15 March** in the determination year.

For clarity, from 15 March school websites should have 3 published admission arrangements

- Current school year (in-year applications)
- Next school year
- Following school year

Useful Documents

[School Admissions Code 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[School Admission Appeals Code 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)