

Admissions Policy Checklist

This checklist should be read in conjunction with Derby DBE's guidance.
Please see documents on the website [HERE](#)

* Remember that the determination year is the year before the offer year.
So, every autumn term you should be reviewing your policy for 2 years hence NOT the following year.

✓ Have you taken the following action?

	Has it been more than 7 years since you last consulted? YOU NEED TO CONSULT
	Do you wish to change admission arrangements? YOU NEED TO CONSULT
	NEED TO CONSULT Sent proposed policy to DBE prior to consultation? DEADLINE 01 NOV
	NOT CONSULTING Sent proposed policy to DBE? DEADLINE 30 NOV
	Governing body determined (approved) policy & recorded the decision? DEADLINE 28 FEB
	Sent determined policy to the LA & DBE? DEADLINE 15 MARCH
	Is your policy easily accessible on the website – ideally a tab on the home screen? DEADLINE 15 MARCH

✓ General questions

	Has your governing body read DBE guidance on the website HERE ?
	Has your governing body read the School Admissions Code and School Admissions Appeals Code ?
	Does your policy reflect the school's trust deed?
	Is your policy clear, succinct & easy to understand?

✓ Does your policy?

	State academic year to which it applies *
	State who the Admissions Authority is
	Comply with the School Admissions Code and School Admissions Appeals Code
	Include the school's ethos and values
	State PAN (<i>only use this term for year of entry IE Reception or Y3 for Junior</i>)
	Include statement about admission of pupils with an EHCP
	State over-subscription criteria AS A NUMBERED LIST

	LAC or PLAC children must be ranked first over-subscription criterion (include definition as per School Admissions Code)
	Clear definition of siblings (including clarification if living at different addresses)
	Clear explanation of how distance from home to school is measured (eg. home front door, school gate, school main door etc)
	Explain how home address is determined where there is shared parental responsibility
	Explain how tie-break is managed
	Reception ~ details of part-time attendance option
	Reception ~ details of deferment options
	Reception ~ summer-born option to start school in following year
	Explain how parents can request their child to be educated outside normal age group
	Explain how applications for twins/multiple births are dealt with
	Explain admission of children of service personnel and crown servants
	If catchment area is used, a map must be included as an appendix
	Give clear definitions/explanations of any terms used (eg. EHCP, summer born, staff/former pupils, medical & social needs)
	Explain the Fair Access Protocol
	Explain how the waiting list works, who maintains it & how long it is kept for
	Explain how to apply using LA Common Application Form (CAF)
	Explain how late applications are dealt with
	Explain how in-year admissions are handled
	State if part of the LA co-ordinated scheme or not
	Explain how to appeal a decision if a place is refused