



## The Circle Trust Document: **Admissions Policy**

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Approver:	Trustees
Owner:	Core Offer and Growth Committee
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### Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	06.17	Exec Head	New Document	First release
1.1	30.5.19	Exec Head	To relabel policy as a Trust Policy (see footer explanation)  New inclusion of nursery admission arrangements	Review
1.2				
1.3				

## **Purpose of the policy**

The primary purpose of this policy is to set out the procedures for ensuring all schools in The Circle Trust comply with the guidance and adhere to regulations laid out in the Schools Admissions Code (December 2014).

### **1 Introduction**

- 1.1 The Circle Trust is the admissions authority for all schools in the Trust.
- 1.2 The Circle Trust recognises admissions to any school is important to children, young people and their families and therefore will ensure that information for future parents/carers of partner schools regarding admissions is clear, helpful and easily accessed.
- 1.3 Each school will have its own published admissions arrangements which will be in accordance with the School Admissions Code (December 2014), the Schools Admissions Appeal Code and this policy.
- 1.4 Depending on the timing of academisation of a new school joining the Trust, a Local Authority may already have determined the admissions arrangements for the school for the subsequent academic year. If this is the case this will be clearly stated on the individual school's published admission arrangements

### **2 The Aims and Objectives of the Admission Policy**

- 2.1 The Circle Trust has developed this policy to ensure that as the Admission Authority, the Trust:
  - Correctly discharges its statutory responsibilities
  - Ensures that all aspects of admissions are dealt with fully and correctly and within clearly defined time limits
  - Makes clear the responsibility and accountability of decision making with regards to complaints for Trustees, the Executive Headteacher, Local Advisory Boards and Headteachers
- 2.2 These aims and objectives will be achieved by:
  - Ensuring this policy is clear and easy to follow
  - Consistency across all schools in the Trust in the management of admissions

### 3 The Benefits of an effective Admissions policy

3.1 An effective admissions policy will add value to The Circle Trust, supporting the Trust's objectives by:

- Building a reputation of trust, integrity and good stewardship
- Ensuring that admissions are dealt with correctly and in line with statutory responsibilities
- Working in line with the Trust's core values

### 4 The Structure and Administration of the Admissions policy

4.1 The Trustees have a fundamental role to:

- Agree the Admissions policy, ensuring the policy is in line with The Circle Trust's core values and fully adheres to the Schools Admission Code (December 2014)
- Annually determine the Admissions Arrangements for all schools in the Trust – this should be done by the statutory deadline of 28<sup>th</sup> February i.e. Spring 2019 for September 2021
- Purchase and follow independent professional advice regarding admissions
- Ensure all statutory guidelines regarding formal consultations are followed
- Consider the outcomes of formal consultations
- To establish and convene as required an Admissions Committee
- Understand and take into account the appropriate local scheme in cooperation with their Local Authority
- Confirm and approve all admissions arrangements of all schools within the Trust including:
  - Set out all admission arrangements for entry at nursery, EYFS, Year 7, Sixth Form as well as in-year admissions, waiting lists and appeals [The Circle Trust's F1 Nursery Admissions Policy here](#)
  - Set out the Pupil Admission Number (PAN) for each age group, for each school in the Trust and informing the relevant LA and community of any changes relating to PAN or intention to admit over PAN
  - Set out the definitions to be used for each schools admission criteria
  - Set out the oversubscribed criteria
  - Set out the appeals procedure
- To establish and convene as required an Admissions Committee to agree the allocation of places
- Hold and manage their admission waiting list

#### 4.2 The Local Advisory Board will:

- Understand and take into account the appropriate local coordinated admission arrangements in cooperation with the Trustees
- Recommend to Trustees their school's for admissions
- Seek advice in advance of recommending changes to admission arrangements (especially in respect to statutory time lines and requirement for formal consultation) from the Data and Admissions Manager [admissions@thecircletrust.co.uk](mailto:admissions@thecircletrust.co.uk)
- Formally resolve as a Local Advisory Board to request approval for any change to the admission arrangements for their school

#### 4.3 Executive Headteacher will:

- Operationally ensure adherence to the Admissions policy
- Purchase specialist advice and guidance via an Admissions Service Provider
- Ensure the Data and Admission's Manager is appropriately trained and has effective and efficient communication with all schools regarding admissions
- Provide an annual report to Trustees regarding admissions

#### 4.4 The Headteacher will:

- Adhere to the Admissions policy
- Ensure all Admissions information is correctly displayed on their school's website  
[Appendix 5 Information to appear on school's website regarding admission for primary schools](#)  
[Appendix 6 Information to appear on school's website regarding admissions for secondary schools](#)
- Clearly and carefully communicate admission arrangements at all marketing events such as Open Days/Evenings, in school prospectus etc
- Ensure the school website shows previous years admission arrangements
- To request and act on advice from the Data and Admissions Manager in respect of all matters relating to admissions to their school

#### 4.5 The Data and Admissions Manager will:

- Quality assure the correct application of the Admission Code in respect of:
  - Admissions information for all schools within the Trust and for the Trust itself on relevant websites
  - In-year Admissions

- Appeals management
- Consultation to change admission arrangements
- Liaise with the Admissions Service Provider and Home Authority and all schools in the Trust
- Provide accurate and timely reports regarding admissions

## 5 Changing the admission arrangements for a school

- 5.1 The Circle Trust recognises that changing the admissions arrangements for any school is a serious issue. It is a sensitive matter and may have significant impact on the school and its stakeholders.
- 5.2 The Trust is committed to being inclusive and being careful in understanding the implications to any changes regarding admissions to the school itself, the local community and other schools.
- 5.3 Should a Local Advisory Board wish to recommend a change in their school's admission arrangements they should first seek advice especially in respect to statutory time lines and requirement for formal consultation from the Data and Admissions Manager [admissions@thecircletrust.co.uk](mailto:admissions@thecircletrust.co.uk)
- 5.4 Changes to admission arrangements may include changes to a schools Pupil Admission Number (PAN) or an intention to take Additional Pupil Numbers over PAN for a specific reason.
- 5.5 Changes to the PAN or to take Additional Pupil Numbers require formal approval from the Trustees.
- 5.6 A school may take Additional Pupil Numbers for a legitimate reason for one year, for a specific year group. If this is approved by Trustee's the school's Appeal Statement for any future appeals must be updated to make clear the reasons why this the case. A school should not plan to take Additional Pupil Numbers for more than one year as it would place itself at risk with regards to future Appeals. This requirement to increase is better dealt with by formally raising the school's PAN.
- 5.7 With regards to a change in PAN, this must take place before the 1st August of any academic year and before the publication of a Local Authority's Admission Booklet
- 5.8 A change to either the PAN or APN does not require formal consultation but does require formal notification to a Local Authority and as a matter of courtesy to other schools. This notification would be made on behalf of a school by the Trust.

- 5.9 Changes to the admission arrangement may include changes to the Criteria for the allocation of places in a school.
- 5.10 Changes to the Criteria of the allocation of places in a school require formal approval from the Trustees.
- 5.11 Formal consultation regarding changes to the Criteria of the allocation of places must take place and must be held between 1st October and 31st January of any year and must last for a six week period and must take place 1 year in advance of any possible change.
- 5.12 Responses to any consultations will be shared with the Headteacher, Local Advisors and considered by the Trustees.
- 5.13 The admissions authority will then 'determine' (agree) the admissions arrangements before 28<sup>th</sup> February.

## **6 The Trustees' Admission Committee**

- 6.1 The purpose of this committee is on behalf of the Trustees to confirm and approve all admissions arrangements of all schools within the Trust
- 6.2 The Trustees' Admission Committee will be a sub-committee of the Core Offer and Growth committee
- 6.3 The Trustees' Admission Committee will be formed of at least 3 Trustees.
- 6.4 The Trustees' Admission Committee for the purposes of efficiency and timely response will agree a protocol of decision making via a variety of communication means including a protocol for email agreement [Appendix 7 protocol for agreement or otherwise via email](#)