Determination of Admission Arrangements for 2018 and Subsequent Years

Below is the process Admission Authorities MUST follow should they wish to consult on making any changes to their Admission Arrangements for September 2018 and subsequent years. The Admission Authority for the school is the Governing Board or Academy Trust.

In drawing up admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for the school will be allocated.

Admission authorities are advised to bear in mind that failure to consult effectively may be grounds for subsequent complaints and appeals. Please note that consultation is now required only every 7 years unless changes are proposed.

Some key points around consultation requirements:

- Changes to admission arrangements are subject to consultation before they can be determined (agreed)
- Consultation must be for a minimum of 6 weeks and must take place between 1 October 2016 and 31 January 2017
- Consultation must be with all interested parties e.g. local parents (including children at local nurseries, schools, the Local Authority etc – see below for more information)
- All admission authorities must determine (i.e. formally agree) admission arrangements by 28 February 2017, even if they have not changed from previous years and a consultation has not been required
- Once all arrangements have been determined, objections from interested parties can be referred to the Schools Adjudicator by 15 May 2017
- There is no requirement to consult on increases to published admission numbers (PANs), although all admission authorities must consult where they propose a decrease to the PAN
- There is no requirement to consult on changes which are necessary to ensure compliance with any mandatory requirements of the Code or The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

It is a statutory requirement that admission authorities must send a copy of their full, determined arrangements to the Admissions Team as soon as possible before 15 March 2017. Please confirm admission arrangements have been determined by the Governing Body or Academy Trust, and include a copy of these to: admissions@cheshireeast.gov.uk.

More detail:

Consultation requirements

Admission authorities are under a statutory duty to consult with:
- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area, (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
f) in the case of faith schools, the body or person representing the religion or religious denomination.

In addition, all governing bodies for community and voluntary controlled schools in the relevant area, if not already covered in the list above.

For the duration of the consultation period, the admission authority must publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought. Admission authorities must also send upon request a copy of the proposed admission arrangements to any consultees inviting comment.

The Cheshire East Admissions Team will collate all the determined admission arrangements, for publication in the composite prospectus (information booklets) by no later than 1 September 2017 (the statutory deadline for publication being 12 September).

**Published Admission Numbers (PAN)**

As part of determining their admission arrangements, all admission authorities must set an admission number for each ‘relevant age group’ - the age group at which pupils are or will normally be admitted to the school (e.g. the reception class in primary and Year 7 in secondary). Admission numbers should be based on the school’s net capacity, which is informed by the school’s physical accommodation and the number of pupil places that this provides.

- **A reduction** in the PAN requires statutory consultation in all cases.
- **An increase** in the school’s PAN must be notified to the Admissions Team and reference to the change should be made on the school’s website.

**Publication of Determined Admission Arrangements**

Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies (as above).

A copy of the determined arrangements must be published on their website displaying them for the whole offer year (the academic year in which offers for places are made).

It is a statutory requirement that admission authorities must send a copy of their full, determined arrangements to the Admissions Team as soon as possible **before 15 March 2017**. Admission authorities for faith schools must also send a copy of their arrangements to the body or person representing their religion or religious denomination.

Where an admission authority has determined a PAN that is higher than in previous years, they must notify the Admissions Team and make specific reference to the change on their website.

**Relevant Area**

The current ‘relevant area’ for the Borough’s Community and Voluntary Controlled Schools, for which the Council is the admissions authority, is the Cheshire East administrative boundary. The current ‘relevant area’ for every Voluntary Aided, Academy, Free School and Foundation School is the area normally served by the school, from which most of its pupils are drawn.

**Further information:**
For further information please email admissions@cheshireeast.gov.uk or contact School Admissions on 01270 686389.

Follow this link to the School Admissions Code 2014