



Admissions Policy

1. Monitoring and review

This policy is reviewed annually by the Board of Trustees of The LEARNERs' Trust. Any changes made to this policy by the Board of Trustees will be communicated to all members of staff.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

The next scheduled review date for this policy is October 2025.

	Chair of the Board of Trustees
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Statement of intent

At schools within the LEARNERS' Trust, we welcome all pupils, and places at the school are offered in an open and fair way. Our admissions process is delivered in line with the Equality Act 2010, the School Admissions Code, the School Admission Appeals Code, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. The published admissions number (PAN) for our schools available on the relevant Local Authority websites.

The table below sets out who the admission authority is and other responsible bodies in our Trust.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/ providing for an appeal against refusal of a place at the school?
Academy	Academy trust	Schools Adjudicator	The relevant Local Authority

2. Legal framework

2.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

2.2. This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy
- Data Protection Policy

3. Roles and responsibilities

3.1. The admission authority is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Outlining the school's admissions arrangements and publishing them on the academy website.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the LA of any in-year admissions and their outcomes.

3.2. The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

3.3. The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.

- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

4. Admissions

Admissions policies and applying for a place

- 4.1. The admissions policy for each school will be applied in line with each relevant local authority's policy. The details of these policies can be found here:
 - [Derby City Council](#)
 - [Derbyshire County Council](#)
 - [School admissions – Rotherham Metropolitan Borough Council](#)
- 4.2. The number of places available is determined by the capacity of the school.
- 4.3. The PAN for each school is published on the relevant LA website.
- 4.4. The admission authority will notify the LA of their intention to increase the school's PAN and reference the changes on the school's website.
- 4.5. If the admission authority can accept more pupils than the PAN, it will notify the LA in good time so that the LA can deliver their coordination responsibilities effectively.

Admissions procedures

- 4.6. Schools within the Learners' Trust will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.
- 4.7. The school may assess its ability to cater to the applicant's needs by:
 - Inviting the applicant to attend the school for half a day
 - Visiting the applicant's home
 - Visiting the applicant's current education provision

Consultation and determination

- 4.8. The admission authority will consult on any proposed changes to the admissions arrangements.
- 4.9. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year.
- 4.10. The admission authority will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.
- 4.11. The admission authority will consult with the following:

- Parents of all pupils
 - Stakeholders
 - Other admission authorities within the relevant area **[primary schools do not have to consult with secondary schools]**
 - The governing boards and the LA who are not the admission authority
- 4.12. The admission authority will enable access to the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the relevant LA websites:
- [Derby City Council](#)
 - [Derbyshire County Council](#)
 - [School admissions – Rotherham Metropolitan Borough Council](#)
- 4.13. A copy of the proposed admission arrangements will be made available upon request.
- 4.14. Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.
- 4.15. Finalised admission arrangements will be published on the relevant LA websites.
- 4.16. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year.
- 4.17. Any objections to the admission arrangements will be directed to the Adjudicator by 15 May in the determination year.

Applications and offers

- 4.18. Parents will be provided with a common application form (CAF) where they will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live.
- 4.19. Parents will provide LAs with the following information within the CAF:
- Their name and their child's name and date of birth
 - Theirs and their child's address and proof of residence
- 4.20. The CAF will be submitted to the parents' LA.
- 4.21. Parents are not guaranteed to have their preferences met.
- 4.22. The admission authority will request supplementary information for the purpose of processing applications where necessary; however, they will have due regard to [3.10](#) of this policy.
- 4.23. The admission authority will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
 - The first language of the parent or child
 - Details about the parents' or child's disability, medical or SEND requirements
 - Any parental agreement to follow the ethos of the school in a practical way
 - For the child to complete any part of the form or for both parents to provide signatures
- 4.24. Once a place has been offered, the admission authority may ask for the child's short birth certificate as proof of birth date.
- 4.25. For PLAC and LAC, the admission authority will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.
- 4.26. A clear, fair and objective waiting list will be provided until 31 December of each year. Priority will not be given to pupils based on the date they were placed on the list. LAC and PLAC will take priority over the waiting list.
- 4.27. An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application.
- 4.28. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.
- 4.29. **[Primary schools only]** All offers will be made on National Offer Day, i.e. 16 April or the next working day.
- 4.30. **[Secondary schools only]** All offers will be made on National Offer Day, i.e. 1 March or the next working day.
- 4.31. The admission authority will maintain a waiting list for oversubscribed schools.
- 4.32. The admission authority will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.
- 4.33. The headteacher will assist the admission authority with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.
- 4.34. Pupils not of usual school age will not be given less of a priority where the school is over subscribed.

- 4.35. Applications for children coming from overseas will be treated in accordance with EU law or Home Office rules.
- 4.36. For children of UK service professionals, the following procedure will be adhered to:
- A place will be allocated to the child in advance of the family arriving in the area named in the application form.
 - The application must be accompanied with an official letter confirming the relocation date and the service unit's postal address or quartering area address when considering the application against the oversubscription criteria.
 - The application will not be refused on the grounds of the child not currently living in the area, nor will places be uniquely reserved.
- 4.37. The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

5. Admissions appeals

- 5.1. When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal.
- 5.2. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing.
- 5.3. Grounds for appeal are not limited.

Constitution of appeals panels

- 5.4. The appeals panel will act in accordance with all relevant legislation and guidance.
- 5.5. Appeals procedures and panels will be formed and actioned by each relevant LA.

