

Checklist for Admission Arrangements

		Yes	No
1	States that the Governing Body / Academy Trust is the Admissions Authority?		
2	Sets out the school ethos statement?		
3	Informs parents how to make applications for admission through the local authority co-ordinated scheme?		
4	States the policy review date?		
5	States who and how often Governors will consult on the policy?		
6	Sets out clearly the ecclesiastical area defined in the school's Trust Deed, which it was set up to serve?		
7	Has a list of clear definitions?		
8	Sets out clearly the arrangements for admission to a specific year group (e.g. Reception)?		
9	Gives deadline for normal application?		
10	For children below statutory age, gives details of entitlement to a deferred place?		
11	Gives details of arrangements for late applications, and for applications that relate to different year groups?		
12	Gives details of maximum class sizes and PAN?		
13	States when a decision will be notified?		
14	Gives a statement about equality of opportunity and inclusion?		
15	States that children with a statement of SEN or EHCP, which names the school, will be admitted?		
16	States contact details for parents?		
17	Lists any exceptional circumstances?		
18	Gives details of right of appeal?		
19	Gives details of a supplementary form?		

Christina Mabin
School Admissions and Governance Adviser
Diocesan Board of Education

Oversubscription Criteria

		Yes	No
1	Ensures that Children in Care are first priority?		
2	Gives details of evidence required in any category to support the application?		
3	Defines “siblings” and ensures that these relate to children attending the school at the time of admission?		
4	Where religious affiliation is a criterion, ensures this relates to the child and not the parents?		
5	Where child is required to be a “regular” worshipper, defines this (e.g. weekly, monthly, twice a month)?		
6	Where preference is given to children attending churches other than the Anglican church, defines what is a recognised Christian church (i.e. churches which are members of Churches Together in Britain and Northern Ireland.)?		
7	Ensures that children of parents in any occupation or profession are NOT given any priority in the oversubscription criteria?		
8	Finishes with “other children”?		
9	Tie Breaker		

Notes:

Information should also be given on arrangements for waiting lists and tie breakers.

ADMISSION POLICIES FOR CHURCH SCHOOLS SHOULD BE SUBMITTED TO THE EXETER DIOCESAN BOARD OF EDUCATION FOR APPROVAL PRIOR TO THE FORMAL CONSULTATION PROCESS WITH THE LA AND OTHER ADMISSION AUTHORITIES.

DRAFT POLICIES SHOULD BE RECEIVED AT EXETER DIOCESAN BOARD OF EDUCATION BY:
1 OCTOBER EACH YEAR