



**Shaw  
Education  
Trust**

# Admissions Policy

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Approved By and Date:	Pentagon 4.7.22
First Publication Date	June 2018
Last Review Date:	March 2021
Audience:	All

## **1. Introduction**

All schools are required by law to have, and to publish on their website, their policy for admission into the school. The School Admissions Code (December 2014) applies to all schools and should be read in conjunction with this document. The School Admissions Code (2014) was last updated on 2 December 2021.

The schools within the Shaw Education Trust are geographically located across a number of local authority areas. It is vital that our schools work in close collaboration with their local authority and with this in mind, the local authority School Admissions Team coordinates admission into each mainstream school. The exceptions to this are admission to post-16 mainstream provision, entry into nursery provision and specialist provisions.

Academies with sixth form provision must establish their criteria for admission and detail their entry requirements. The entry requirements must be established keeping in mind that students should be enrolled on the courses where they are most likely to be able to succeed and have secured the appropriate qualifications at age 16.

Special schools will comply with the SEND Code of Practice (2014), last updated on 30 April 2020.

## **2. Oversubscription Criteria**

Each mainstream school has a published admission number which is the maximum number of pupils who will be admitted at the normal point of entry into the school. If the total number of preferences for admission to a school exceeds the Published Admission Number (PAN), each Shaw Education Trust school adopts the local authority order of priority used to allocate the available places. This priority order will always indicate that first priority for admission is given to Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order). Any changes to this process at local level must be approved by the SET CEO.

## **3. Making Changes to the Published Admission Number**

If a school wishes to make a change to its published admission number, this must be done in accordance with the protocols established by the ESFA and must be approved, following a period of consultation with all stakeholders, by the SET CEO. This applies both in the case of a reduction of

PAN as well as any proposed increase. The relevant local authority / authorities must be consulted as part of the process.

#### **4. Information that must be published on the school's website in relation to admissions**

All SET schools must publish the admissions arrangements for the school on their website and keep them there for the whole of the offer year (the school year in which offers for places are made). Admissions arrangements for all SET schools, other than special academies, must comply with the School admissions code and the School admission appeals code. As such, schools must publish: the published admission number; the determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place.

Schools with sixth form provision must publish their entry requirements, the process for application and details about open days and transition events available to prospective students.

#### **5. The Admission Register**

The law requires all schools to have an admission register. The Admission Register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended. Full details regarding the contents of the admissions register can be found in the document 'School attendance -Guidance for maintained schools, academies, independent schools and local authorities' (updated March 2022).

It is inevitable that on occasion, some pupils will leave the school at a point other than at the point when they have reached the maximum age for the school. Information regarding the number of pupils who start and leave the school mid-year should be reported to the academy council and to the Shaw Education Trust Board.

#### **6. Roles and Responsibilities**

**Accountable Officer** - the Chief Executive, as Accountable Officer, has overall responsibility for ensuring that the SET academies adhere to their legal obligations around admissions.

**National Directors** are responsible for ensuring that:

- The admissions policy is maintained
- Processes and pupil movement are quality assured through visits and scrutiny of records.

**Principals** are responsible that the local authority procedures are followed.

## **7. Monitoring, Evaluation and review**

This policy will be reviewed annually and as additional updates are issued by the DfE. The policy will be implemented throughout each academy in the Trust.

The Academy Council will monitor adherence to the policy, in order to ensure that admissions are completed in line with statutory guidance.



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