



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON
EDUCATION SERVICE

ADMISSIONS TUTORIAL FOR SCHOOLS

FOR

- 1) SETTING ADMISSION ARRANGEMENTS FOR 2023-24, AND
- 2) REMINDING ABOUT THE REQUIREMENTS OF THE 2021 ADMISSIONS CODE RE IN YEAR APPLICATIONS ON YOUR WEBSITE

School Admissions Code

Mandatory requirements and statutory
guidance for admission authorities,
governing bodies, local authorities,
schools adjudicators and admission
appeals panels

September 2021

BEFORE SETTING 2023-24 ADMISSION ARRANGEMENTS

... SCHOOLS NEED TO ENSURE THAT THEY HAVE
MET THE IN-YEAR ADMISSION REQUIREMENTS
IN THE 2021 ADMISSIONS CODE ...

BEFORE SETTING 2023-24 ADMISSION ARRANGEMENTS ... SCHOOLS NEED TO ENSURE THAT THEY HAVE MET THE IN-YEAR ADMISSION REQUIREMENTS IN THE 2021 ADMISSIONS CODE

This includes a) informing the Local Authority, as follows:

- By 1 October 2021, schools **MUST** inform the LA whether or not they intend to be part of the LA's In-Year coordination scheme for the period to 31 August 2022 (where it is offered).
[NB ... In all subsequent years, schools will have to inform the LA by 1 August each year.]
- By the same dates as referenced above, for schools that intend to be part of the LA's In-Year coordination scheme, they **MUST** provide the LA with all the information that the LA is required to publish on its website, including application forms.

BEFORE SETTING 2023-24 ADMISSION ARRANGEMENTS ... SCHOOLS NEED TO ENSURE THAT THEY HAVE MET THE IN-YEAR ADMISSION REQUIREMENTS IN THE 2021 ADMISSIONS CODE

This includes b) detailing on your website how In-Year applications will be dealt with:

- By 31 October 2021, schools **MUST** set out how In-Year applications will be dealt with from 1 November 2021 until 31 August 2022.

[NB In subsequent years, schools will have to set out details by 31 August of how In Year applications will be dealt with from 1 September until the following 31 August]

- Schools **MUST**
 - set out how parents can apply for a school place.
 - where they manage their In-Year admissions, provide a suitable application form/SIF.
 - set out when parents will be notified of the outcome of their application and details about the right of appeal.
 - if the school is part of the LA's In-Year coordination scheme, provide information on where parents can find details of the relevant scheme.
 - provide a hard copy of the information re In Year applications on request

BEFORE SETTING 2023-24 ADMISSION ARRANGEMENTS ... SCHOOLS NEED TO ENSURE THAT THEY HAVE MET THE IN-YEAR ADMISSION REQUIREMENTS IN THE 2021 ADMISSIONS CODE

Other points to note from the new Code re In-Year Admissions - 1

- Schools **MUST** provide the LA with details of the number of places available, whenever this information is requested, and no later than two school days after the request.
- Schools **MUST** offer a place to every child who has applied, without condition or the use of any oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources.
- Where a school is dealing with multiple In-Year admissions and does not have sufficient places for every child who has applied, they **MUST** allocate places on the basis of the oversubscription criteria in their determined admission arrangements. If a waiting list is maintained, it must be maintained in line with the Code.
- Parents **MUST NOT** be refused the opportunity to make an application or be told that they can only be placed on the waiting list rather than make a formal application

BEFORE SETTING 2023-24 ADMISSION ARRANGEMENTS ... SCHOOLS NEED TO ENSURE THAT THEY HAVE MET THE IN-YEAR ADMISSION REQUIREMENTS IN THE 2021 ADMISSIONS CODE

Other points to note from the new Code re In-Year Admissions - 2

- Upon receipt of an In-Year application, the school, or the LA if it is coordinating the school's In-Year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but **MUST** be notified in writing within 15 school days.

Where an application is refused, the school **MUST** also set out the reason for refusal and information about the right to appeal.

- Where a school manages its In-Year admissions, it **MUST** also notify the LA of every application and its outcome as soon as reasonably practicable, but should aim to be within two school days, to allow the LA to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place.
- Where an applicant is offered a school place following an In-Year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.



SETTING THE SCHOOL'S ADMISSION ARRANGEMENTS FOR 2023-24


For their 2022-23 admission arrangements, schools followed one of the four models in the Diocesan Guidance.

The admission policies and supplementary information forms (SIFs) of all schools in the Diocese have a common structure and style to make the admissions process easier for parents.

This will continue for 2023-24.



Page 1 of 3 ADMISSIONS POLICY Definitive Version: 07/07/2021



**Sacred Heart
Catholic Primary School**
A Catholic School in the Diocese of Arundel and Brighton


Old London Road, Hastings, East Sussex TN35 5NA
Telephone: 01424 429494
Email: office@sacred-heart-e-sussex.sch.uk
www.sacredheart Hastings.co.uk/

ADMISSIONS POLICY
For admission in 2022-23

Age range for school: 4 – 11
Expected number on roll in September 2021: 242

The School's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on: 07/07/2021
Next Review: Autumn 2022

Page 1 of 7 ADMISSIONS POLICY Definitive with FIV 20th July 2021



**St Mary's
Catholic Primary School**
A Catholic School in the Diocese of Arundel and Brighton


Cobden Road, Worthing, West Sussex, BN11 4BD
Telephone: 01903 234115 Fax: 01903 215034
Email: office@stmarysworthing.org.uk
www.stmarysworthing.org.uk

ADMISSIONS POLICY
For admission in 2022-23

Age range for school: 4 – 11
Expected number on roll in September 2022: 300

The School's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on: 07th December 2020
Next Review: Autumn 2021

Page 1 of 8 ADMISSIONS POLICY In Year Variation Version - November 2021



**St Bernadette's
Catholic Primary School**
A Catholic School in the Diocese of Arundel and Brighton


Preston Road, Brighton, East Sussex, BN1 6UT
Telephone: 01273 553813
Email: mail@stberns.brighton-howe.sch.uk
www.stberns.com

ADMISSIONS POLICY
For admission in 2022-23

Age range for school: 4 - 11
Expected number on roll in September 2022: 210

Note: The school's admission arrangements were subject to an In Year Variation in November 2020

Page 1 of 8 ADMISSIONS POLICY Definitive version



**The Marist
Catholic Primary School**
A Catholic School in the Diocese of Arundel and Brighton


Old Woking Road, West Byfleet, Surrey KT14 6HS
Telephone: 01932 344477
Email: info@marist.surrey.sch.uk
www.marist.surrey.sch.uk

ADMISSIONS POLICY
For admission in 2022-23

Age range for school: 4 – 11 years
Expected number on roll in September 2022: 420

The school's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on 26/10/2021
Variation made July 2021
Next Review: Autumn 2021

Page 1 of 5 ADMISSIONS POLICY Admissions Policy 2022-23 Definitive with FIV: 7th July 2021



**St Philip Howard
Catholic School**
A Catholic School in the Diocese of Arundel and Brighton

Elm Grove South, Barnham, West Sussex PO22 0EN
Telephone: 01243 562055
Email: reception@spchs.co.uk
www.spchs.co.uk

ADMISSIONS POLICY
For admission in 2022-23

Age range for school: 11 - 18
Expected number on roll in September 2022: 1060

The school's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on 2nd December 2020
Next Review: Autumn 2021

SETTING ADMISSION ARRANGEMENTS FOR 2023-24

WHAT SCHOOLS NEED TO DO:

The governing body/board (or the Admissions Committee if they have delegated powers) should meet to review the school's admission arrangements in the first half of the Autumn Term 2021.

The Question to resolve:

Is there anything that the governing body/board need, or would want to amend, in their current admission arrangements?

SETTING ADMISSION ARRANGEMENTS FOR 2023-24

WHAT SCHOOLS NEED TO DO:

After governors have undertaken that review ...

If material changes are planned, or if the school has not consulted on their admission arrangements for any of the last six years,

 go to **slide 23**

If there are not any material changes that the governing body/board want to make (i.e. other than amending the applicable dates relating to the new admission year) and they want to keep the admission arrangements as the previous year

 go to the **next slide**



SETTING ADMISSION ARRANGEMENTS FOR 2023-24

WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES

SETTING ADMISSION ARRANGEMENTS FOR 2023-24

WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

The governing body/board should record the decision to keep their admission arrangements the same as the previous year in the minutes of their Autumn Term meeting.

If the school are not making material changes, **there is no need to go out for consultation for 2023-24 admissions** (unless the school has not consulted in any of the last six years).

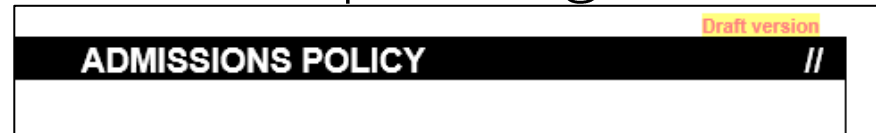
A draft admissions policy for 2023-24 should be drawn up...

... First, take the 2022-23 document and amend any dates to applicable ones in the new admission year i.e. 2023-24. The step-by-step changes necessary in the policy are highlighted in yellow on the next pages:

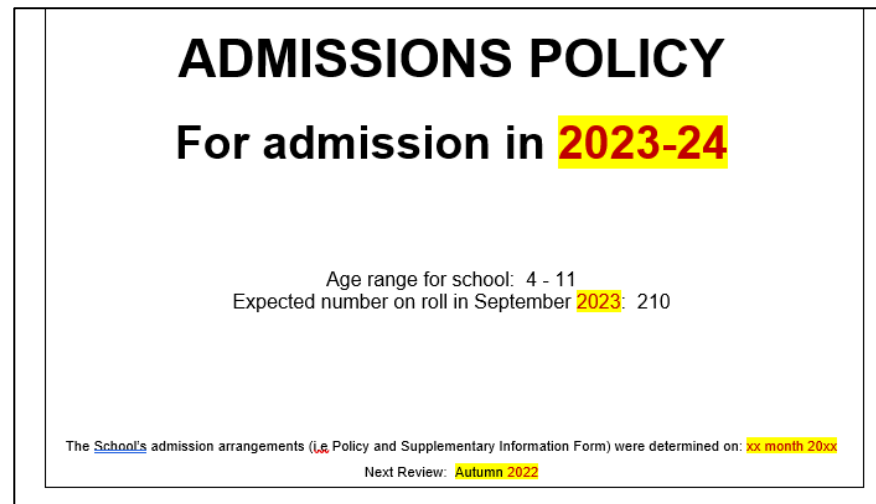
SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

On page 1:

In the header at the top, change to 'Draft Version':



Change the dates as follows in the bottom half of page 1:

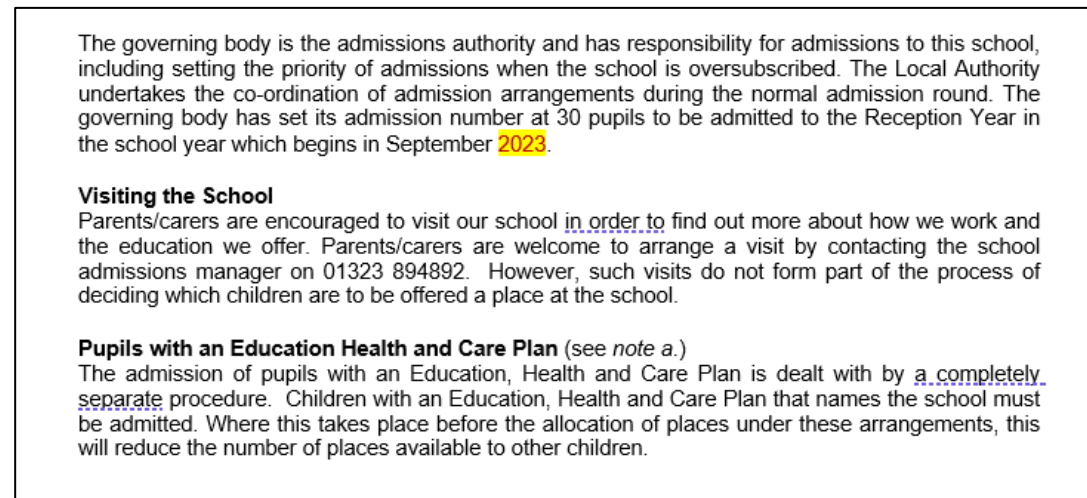


SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

Change the year in the title at the top of page 2:



Change the year in the bottom part of page 2:



SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

Change the years in the top and middle parts of page 4:

(N.B. The example below is for a primary school; for a secondary school the documents need to be returned to the school by 31 October 2022)

Application Procedure

To apply for a place at this school in the normal admissions round, you should complete and return the following two forms:

1. The **COMMON APPLICATION FORM** (CAF)
All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or through that Local Authority's website. For a valid application, the completed CAF **must** be returned either online or in the paper form by **15 January 2023**.
2. The school's **SUPPLEMENTARY INFORMATION FORM** (SIF)
This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year **2023-24**, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**. Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

You are advised to keep copies of the forms for your records (whether completed online/on paper).

Late Applications

All paperwork should be returned before the published closing dates referenced above. You are encouraged to ensure that your application is received on time.

Any late applications will be dealt with in accordance with the Local Authority's Co-ordinated Admissions Scheme.

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

Change the year in the Waiting Lists section on page 5:

Waiting Lists

In addition to their right of appeal, if a place is not offered because of over-subscription, the child's name will be placed on a waiting list. The list will be in the descending hierarchical order of the categories in the admissions criteria. The list will continue for the year group until the end of the academic year. If a place is offered and declined the child's name will be removed from the waiting list.

Parents/carers who wish their child's name to remain on a waiting list beyond this time are requested to contact the school in writing **by the end of July 2024**. If a place is offered and declined the child's name will be removed from the waiting list.

It should be noted that no matter how long a child's name has been on the waiting list, his or her position on the list may change if the school adds a child's name to the list, which has a higher priority according to the oversubscription criteria. The school is also under a duty to admit children who are presented for admission under the Local Authority's 'Fair Access Protocol'. These children must take precedence over any children already on the waiting list.

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to primary education (Reception Year) i.e. in succeeding years or during the academic year.

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

Change the years in the Offer of a Place and Appeals sections on page 6:

(N.B. The example below is for a primary school; for a secondary school the national offer day is 1 March 2023)

Offer of a Place

The Local Authority will inform you of your allocated place on the national offer date of 16 April **2023**. Note: If this day falls on the weekend/bank holiday, it will be the first working day after.

Appeals

If your child is not offered a place at Annecy Catholic Primary School, you have the right to appeal against that decision to an Independent Appeal Panel (set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998). Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Appeals should be lodged no later than 20 school days after the National Offer Day for primary schools (16 April **2023**). Completed paperwork must be received by the school no later than 17 May **2023**, and will be heard within 40 school days. The appeals system is operated independently from the school. Parents/carers have the right to make oral representations to the Appeal Panel.

Late application appeals will be heard within 30 school days of the appeal being lodged.

In-year applications will be heard within 30 school days of the appeal being lodged.

Fair Access Protocol (FAP)

The school is committed to taking its fair share of children who are vulnerable and/or hard to place,

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

Change the years in the Parish Boundary note on page 7:

- e. **'Orthodox Churches'** are those eastern Churches not in full communion with the Catholic Church, who have retained the Catholic tradition regarding the sacraments. In this group are included (for the purpose of admissions) members of other Churches which the Apostolic See judges to be in the same position as the aforesaid eastern Churches as far as the sacraments are concerned. Membership is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- f. **'Brother or sister'**: For admission to this school, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a 'brother or sister' priority if they have a brother or sister at the school at the time of the child's admission.
- g. **Parents/Carers**: A parent/carer means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
- h. **Parish Boundaries**: For the purposes of the admission arrangements for the year **2023-24**, the parish boundaries are as shown on the map in this policy. Zoomable maps are available at: www.abdiocese.org.uk/education/find-a-school
- i. **Multiple Births**: In the event of applications from parents/carers relating to children of multiple births (e.g. twins or triplets etc.), the governing body will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

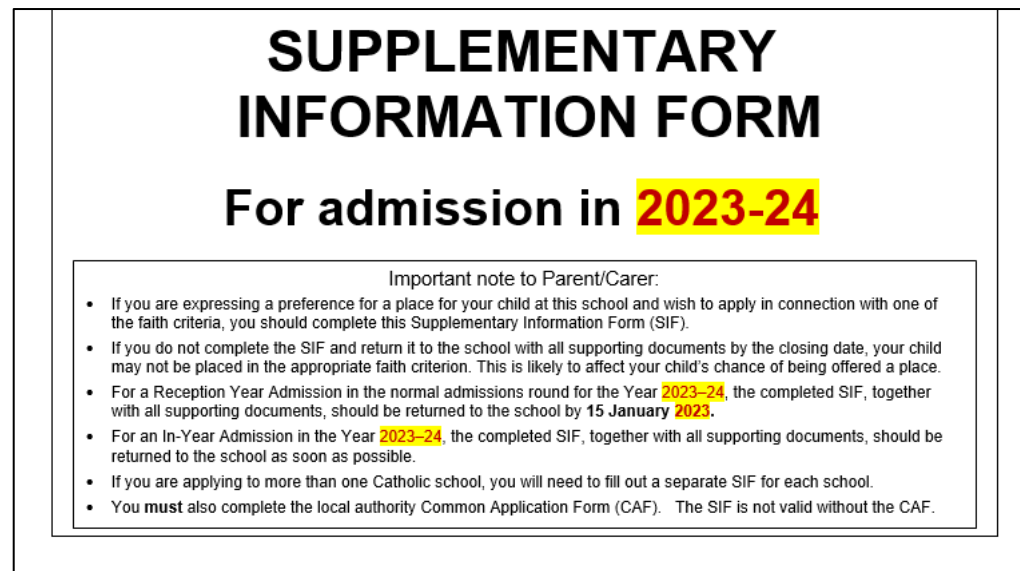
SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

On the front page of the SIF:
In the header at the top, change to 'Draft Version':



Change the dates as follows in the bottom half of the front page:

(N.B. the example below is for a primary school; for a secondary school the documents need to be returned to the school by 31 October 2022)

A screenshot of the front page of a Supplementary Information Form. The title 'SUPPLEMENTARY INFORMATION FORM' is centered in large, bold, black letters. Below it, 'For admission in 2023-24' is centered, with '2023-24' highlighted in yellow. Below this is a box titled 'Important note to Parent/Carer:' containing a bulleted list of instructions. The list includes: 'If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).', 'If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.', 'For a Reception Year Admission in the normal admissions round for the Year 2023-24, the completed SIF, together with all supporting documents, should be returned to the school by 15 January 2023.', 'For an In-Year Admission in the Year 2023-24, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.', 'If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.', and 'You must also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.'

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

Finally, on the back page of the SIF, change the dates at the bottom of the page:

(N.B. the example below is for a primary school; for a secondary school the applicable closing date is 31 October 2022)

Additional Note for Catholic applicants:

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest.

When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at xxxxxxxxxxx Catholic Primary School, xxxxxxxxx Road, Town, County Postcode.

Reminder:

The closing date for return of this form for a Reception Year place for September **2023** is: **15 January 2023**.

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

Once these updates have been made, email your draft policy and SIF to Simon Parr (SP) at the Education Service by **latest 26 November 2021**. confirming what changes have been made e.g 'just date amends', etc.

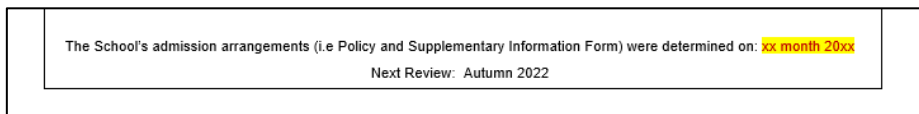
SP will confirm by **latest 16 December 2021** that ok to proceed to 'determination phase' for 2023-24 admissions.

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF NOT MAKING CHANGES:

Determination

Every school **MUST** formally determine (and record in the minutes) their 2023-24 admission arrangements by **latest 28 February 2022**.

On the finalised version of the Policy and SIF, amend 'Draft version' to 'Determined version' and, at the bottom of the front page of the policy, record the date the admission arrangements were determined.



Schools **MUST** email copies of the determined policy & SIF for 2023-24 to their LA and Diocese (c/o Simon Parr), and post copies on the school's website by **latest 15 March 2022**.



SETTING ADMISSION ARRANGEMENTS FOR 2023-24

WHAT SCHOOLS NEED TO DO IF
ARE MAKING CHANGES

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF ARE MAKING CHANGES:

The governing body/board should record in the minutes of their Autumn meeting that they are going to change the admission arrangements for 2023-24 including an outline of the intended changes.

There will be a need to go out for consultation for 2023-24 admissions.

All schools making changes should ensure they liaise with and agree the intended changes with Simon Parr at the Education Service by **22 October 2021** (or sooner, if possible).

The Education Service will help the school with its draft admission arrangements and ensure that the draft admission arrangements are compliant with the DfE's Admissions Code and the Diocesan Guidance on Admissions.

SETTING ADMISSION ARRANGEMENTS FOR 2023-24

WHAT SCHOOLS NEED TO DO IF ARE MAKING CHANGES:

Schools making changes for 2023-24 admissions need to go out for consultation for a minimum six-week period between 1 October 2021 and 31 January 2022.

When changes to admission arrangements are proposed, the DfE's Admissions Code requires the school to consult with the following:

- The Local Authority
- The Diocese (through Simon Parr at the Education Service)
- Other schools in the 'relevant area' * (a definition of the 'relevant area' can be found on the next slide)
- Other persons in the 'relevant area' with an interest in the proposed admissions (e.g parish priests, other deanery Catholic schools)
- Parents of children between the ages of two and eighteen (e.g through the school newsletter and website, parish newsletter and website, for primary schools – local nursery schools in the area, for secondary schools – the feeder primary schools' newsletter etc.)

* NB: As the LA sets the 'relevant area', they should be able to tell you the schools in your 'relevant area'

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF ARE MAKING CHANGES:

An example of a notice to put on your website / accompany communications to other consultees is found below:

CONSULTATION ON ADMISSION ARRANGEMENTS FOR *NAME OF SCHOOL* FOR 2023-24 ACADEMIC YEAR

Notice is hereby given in accordance with legislation that the governing body as the admission authority for *NAME OF SCHOOL* is formally consulting on its proposed admission arrangements for the school year 2023-24.

As an admission authority, the school is required to consult the following:

- a) Parents of children between the ages of two and eighteen;
- b) Other persons in the 'relevant area' (set by the Local Authority) who in the opinion of the school have an interest in the proposed admissions (e.g. local priests, other deanery Catholic schools, etc);
- c) All other admission authorities within the 'relevant area';
- d) The Local Authority (LA);
- e) The Education Service of the Diocese of Arundel and Brighton;

The six-week (minimum) consultation will begin on *Day/ Month/ Year* with the closing date for submitting comments being *Day/ Month/ Year*.

The proposed arrangements (admissions policy and supplementary information form (SIF) can be viewed on the school website: [www address of school website](http://www.address.of.school.website).

Alternatively, if you do not have access to the Internet and you wish to request a printed copy of the admissions arrangements and a response form, please contact *Firstname Surname* at *NAME OF SCHOOL*.

Comments on the proposed admission arrangements should be sent to *NAME OF SCHOOL* by the closing date (latest midnight on *Day/ Month/ Year*).

Note: The 'relevant area' is the area for a school (determined by its LA and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.

SETTING ADMISSION ARRANGEMENTS FOR 2023-24

WHAT SCHOOLS NEED TO DO IF ARE MAKING CHANGES:

Determination:

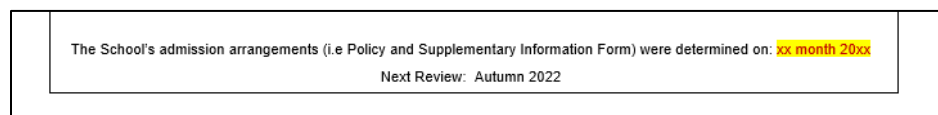
Once the minimum six-week consultation has taken place, schools will need to consider any comments received.

Governing bodies / boards will need to fix a meeting to formally determine their admission arrangements **sometime between when the consultation ends and 28 February 2022** (i.e. the statutory deadline for the formal determination of the school's admission arrangements for 2023-24).

SETTING ADMISSION ARRANGEMENTS FOR 2023-24 WHAT SCHOOLS NEED TO DO IF ARE MAKING CHANGES:

Every school **MUST** formally determine (and record in the minutes) their 2023-24 admission arrangements by **latest 28 February 2022**.

On the finalised version of the Policy and SIF, amend 'Draft version' to 'Determined version' and, at the bottom of the front page of the policy, record the date the admission arrangements were determined.



Schools **MUST** email copies of the determined policy & SIF for 2023-24 to their LA and Diocese (c/o Simon Parr), and post copies on the school's website by **latest 15 March 2022**.

SETTING ADMISSION ARRANGEMENTS FOR 2023-24

WHAT SCHOOLS NEED TO DO:

If you have any questions concerning admissions and in particular admission arrangements for 2023-24 ...

... please contact the Education Service

on: 01293 511130

or email: simon.parr@abdiocese.org.uk



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON
EDUCATION SERVICE

www.abdiocese.org.uk/education