

Procedure for determining and publishing admission arrangements for 2016/17

1. Governors need to meet to determine their admission arrangements for 2016/17, taking account of any responses to the consultation. Governors must produce minutes of the meeting confirming that the arrangements have been determined – the minutes may be requested by the Schools Adjudicator if any objections to the arrangements are received.
2. When determining the arrangements, governors need to take account of the requirement of the revised School Admissions Code published on 19 December 2014 to include details of the process for requesting admission out of the normal age group. See suggested wording below*
2. The statutory deadline by which admission arrangements must be determined is 15 April 2015.
3. Once the arrangements have been determined, the academy needs to send a copy to the Local Authority (Carol Prince or Karen Worthington) by 15 April 2015 so that they can be included on the LA's website which must publish by 1 May 2015 the determined arrangements for all schools within its area.
4. A copy of the determined arrangements must then be published on the school's website from the date of determination until the end of the school year for which the arrangements apply (i.e. until the end of the 2017 summer term).

***Admission out of the normal age group**

Parents/carers may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances. You can contact the school or your home local authority for advice on how to request admission for your child outside their normal age group.