

## CHILDREN SERVICES

### SCHOOL ADMISSIONS AND APPEALS SLA FOR OWN ADMISSION AUTHORITY SCHOOLS (INCLUDING ACADEMIES)



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# School Admissions and Appeals SLA for Own Admission Authority Schools (including Academies)

Voluntary Aided Schools, Academies and Free Schools are their own Admissions Authority and as such have a statutory duty to administer Admission Arrangements in accordance with The Education and Standards Framework Act 2006 and the School Admissions and Appeals Codes of Practice.

## Our Core Service

The LA Pupil Services Team already provides a comprehensive service to all schools in managing admissions for entry to Reception and Year 7 as follows:

- organisation of the annual admissions processes in accordance with the published locally co-ordinated admissions schemes and the School Admissions Code of Practice, including exchange of information with other admission authorities.
- producing and publishing the Local Authority school admission guides, which explain how to apply; what to consider when making an application; details of all schools in the area and their oversubscription criteria.
- providing paper copies of application forms together with guidance notes.
- enabling parents to apply online and receive notice of the outcome by email, through the provision and maintenance of electronic systems.
- providing schools with the facility to monitor online applications.
- after the closing date, the Pupil Services Team will validate and check all applications, and then distribute to own admission authority schools in the area systems for parents to apply for school places online as well as receive notice of the outcome by email.
- management of all cross borough applications, including liaison with neighbouring LAs/maintaining Admission Authorities within the relevant area and the exchange of applications and associated supplementary information against agreed and published timescales.
- management of all 'late' or further applications for school places in strict accordance with published arrangements.
- production of distance measurements required to assist schools in allocating places when they are over-subscribed.
- liaising with schools and exchanging information to determine the final list of proposed offers and refusals on published dates. (Governing Bodies retain the responsibility for ranking school place applications against the Admissions criteria for the school.)
- On 'offer' day sending out letters to all applicants confirming the school they have been offered and, where necessary, advising of the schools at which they were not successful and the reason why. This includes notification of appeal arrangements and advice on how to make an appeal.
- Managing the provision of school places for children that fall under the 'hard to place criteria' through the locally agreed Fair Access Protocol.

# Service Level Agreement

The above statutory duty also includes a responsibility for the production, consultation and operation of the school's published Admission Arrangements and for the governing body, as the admission authority, to deal with any appeals that are lodged against a decision to refuse a child's admission.

Recognising the significant level of work involved in this process, the Local Authority Pupil Services Team now operates a Service Level Agreement through which a Voluntary Aided, Trust or Academy School can buy back a comprehensive service, ensuring all its statutory duties are complied with and all necessary work is undertaken on its behalf.

The Service Level Agreement sets out the additional work for which own admission authority school governing bodies is responsible and must deliver.

### *School Admissions for Own Admissions Authority Schools*

## Benefits

Those Governing Bodies who choose to buy this Service Level Agreement will retain overall statutory responsibility, whilst benefiting from the Local Authority's Pupil Services Team undertaking the following essential work on the School's behalf:

## Determination of the School Admissions Policy

Preparing in conjunction with, or on behalf of, the Governing Body admission arrangements and appropriate admissions criteria, to take full account of the Education and Standards Framework Act and the DfE School Admissions Code of Practice and School Admission Appeals Code of Practice.

- Conducting a statutory eight week consultation concerning Admission Arrangements with all other Tower Hamlets Admission Authorities, neighbouring Local Authorities, Community Organisations, Parents and other interested parties such as Diocese. The consultation includes compilation of necessary information, receipt of any comments/objections, relevant discussions with headteachers and governors and submission to the Tower Hamlets and School Admissions Forum. The consultation will be completed by 1 March in the year preceding the admissions year in question.
- Determining Admission Arrangements with the DfE by 15 April in the year preceding the admissions year concerned, following which public notices will be published for a period of six weeks and comments received acted upon.
- The formatting and production of all admissions documentation for inclusion, as appropriate, in the School Prospectus and the school admissions guides issued, to parents by Tower Hamlets Local Authority.
- Managing the School's Admission Appeals. Schedule and facilitate all Admission Appeals for the school, including arranging a suitable venue, an independent clerk and assembling the panel members; compiling the documentation to a standard 'Plain English' format; notifying parents of the formal results of the hearings and dealing with any further representation.
- Production of appeals statement and additional material and representation on behalf of the Governing Body at all school Admission Appeal hearings.
- Advertising for and the training of independent Appeal Panel members on all aspects of admissions procedure and statutory responsibilities stemming from the Admissions and Appeals Codes of Practice.
- Admission applications outside of the normal points of entry (In-Year Admissions) in accordance with the new statutory requirement for the Local Authority to co-ordinate 'In –Year' Admissions from September 2017 onwards:

- Administration of all 'in-year' admissions for the school up to the admission limit. This will be conducted in strict accordance with the published Local Authority In-Year Co-ordinated Admissions Scheme and the Admissions and Appeals Codes of Practice. It will include the processing of all cross border applications involving the exchange of information with other Admission Authorities.
- Advice for School Governors and Staff.
- Bespoke advice sessions for new governors and school staff on all aspects of admissions procedure and statutory responsibilities stemming from the Admissions and Appeals Codes of Practice.

## Price

Price	School
£4,000	Primary Schools
£6,100	Secondary Schools

(This package covers the determination of admission arrangements, management of all appeals and full administration of in-year applications – if schools wish to negotiate a price for any single aspect, please contact the service provider).

## Important Notes

- Please be aware that the above Service Level Agreement is delivered in relation to the in-year admissions for the 2017-18 school years and for Reception or Year 7 Admissions in 2018-19. Administrative work would therefore begin in September 2016 and continue until all the admission appeals relating to 2017/18 admissions are concluded. This will also include the setting of the school's admission criteria for 2019/20, which would begin in November 2017 for determination by the 15th April 2018.
- Due to the nature of the service it will not be possible to withdraw from any aspect of the service package part way through a year. Once a school has committed to purchasing this SLA the service will continue to run until all the activities (e.g. determination of admissions arrangements) related to the relevant admissions year have been completed.
- Admission Appeal hearings should not take place at the school and there will be a separate charge for the sourcing and facilitation of the appeal hearing(s) venue.
- Governing Bodies who choose not to buy this SLA must ensure that the statutory requirements of the School Admissions and School Admission Appeals Codes of Practice are fully complied with and that sufficient resource are available to manage all of the above aspects of the admissions process in respect of their school.

## Contact

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