

## ADMISSION POLICY

### 1. INTRODUCTION

- 1.1 The local authority is required to consult annually on admission arrangements, and the published admission number. The LEA must consult with governing bodies and with a wider group including neighbouring LEA's, diocesan bodies, and the local Admissions Forum.

### 2. INFORMATION

#### 2.1 Admission Arrangements

- 2.1.1 The arrangements for processing admissions to schools have operated very successfully for many years. These arrangements are detailed in the current booklet for parents "Schools Guide -Admissions to Schools, Information for Parents".
- 2.1.2 We are proposing that the admission arrangements for the intake to the academic year 2008/9 will remain the same.
- 2.1.3 Under legislative requirements we now co-ordinate our admission arrangements with other admission authorities (within North Lincolnshire only for Primary Schools) and (within North Lincolnshire and with neighbouring authorities, North East Lincolnshire, Doncaster, Nottingham and Lincolnshire for Secondary Schools). These arrangements are in place.
- 2.1.4 Should governors feel that a change in admission arrangements will help the process, then comments will be gladly received.

### 3. ADMISSION NUMBERS

- 3.1 We are consulting with each school governing body on whether a change is required to your current published admission number.

The current indicated admission number for your school has been derived from the calculation of the net capacity of the school.

The capacity calculation provides two assessments -the minimum capacity the school can take and the maximum capacity .The clerk to the governors has this information.

The admission number can be any number providing that, when multiplied by the number of year groups in the school, the resulting figure falls on or between the

minimum and maximum range. For example, an 11-16 secondary school with a capacity range of 1150 to 1250 can have any admission number from 230 to 250.

Each year the LEA submits to the DfES the net capacity of each school and numbers on roll, which is used to determine the surplus accommodation.

If a school sets a high admission number based on the maximum figure but low admissions, there is no advantage to either the school or LEA because school will show higher surplus places on the annual DfES return. All schools with a high surplus are considered by the council to determine whether buildings can be demolished or other uses identified for surplus accommodation to reduce surplus capacity. The target is to have no more than 10% surplus schools.

Should governors request an admission limit which results in a capacity outside of the minimum and maximum range, we have a number of options in comina decision:

- (a) To reassess the net capacity calculation to determine whether governors request can be supported by the net capacity assessment. That is, has there been any changes in accommodation since the assessment which would change the minimum and maximum range.
- (b) Where governors request an admission number which results in capacity which is higher than the calculated maximum capacity. We would support the higher figure on the understanding that the school accommodate this number of pupils throughout each year group without additional accommodation.
- (c) Where the governors request an admission number which results in a capacity which is lower than the calculated minimum capacity. We would have to come to a decision on whether we could support the govern request. If so, we are obliged to publish a public notice to give notice our intention. If there are objections to the public notice, the objections would be sent to the independent adjudicator who would come to decision on the number to be used.

If we decide we cannot support the governors' request in option (c), we would inform governors that we will publish an admission limit based the minimum capacity of the school. Should the governing body wish object to our decision, then the governing body would have to object the independent adjudicator who again would come to a decision.

## 4. RECOMENDATIONS

### 4.1 Admission Arrangements

Governors should consider the existing and proposed admission arrangements and if necessary submitted comments for consideration.

### 4.2 Admission Numbers

Governing bodies should resolve whether they wish to recommend a change the admission number produced by the latest net capacity calculation. If they do not, the indicated admission number derived from the net capacity calculation will be implemented from September 2008. If a change proposed the governors should give their preferred admission number with reasons. An LEA officer will then contact the head teacher to determine whether agreement can be reached.

#### 4.3

For voluntary aided schools only -if the governing body wish to change admission number, the LEA must be consulted and any other relevant admission authority.