

Dear Head Teacher and Chair of Governors

Salisbury Diocesan Board of Education
Model Admissions Arrangements 2018-2019

Now is the time when schools/academies must begin in earnest the process of setting their admissions arrangements for 2018-2019.

It is for each admissions authority to determine its arrangements. Voluntary Aided schools and all academies are admissions authorities. Some academies will be following arrangements set across their MAT. You are best placed to know if your school/academy constitutes an admissions authority within its terms of reference/schedule of delegation. For Voluntary Controlled schools (rather than academies) the Local Authority is the admissions authority and consequently the admissions arrangements of a Voluntary Controlled school are set by its Local Authority.

In order to support admissions authorities the Salisbury Diocesan Board of Education has produced Model Admissions Arrangements for 2018-2019, all of which are attached to this email. This is a piece of work which we have undertaken in partnership with our new Admissions provider, Stone King.

There are some very important changes to these arrangements from those published by the Board in previous years which mean that all admissions authorities which adopt these model arrangements **must consult on them this year**. These changes are:

1. In order to ensure that our documents reflect the very latest legislation in as succinct a format as possible, the style of the arrangements has been modified from previous years. There are now separate model arrangements for **Primary** (First/Infant/Junior/Primary), **Middle** and **Secondary** schools/academies (reflecting the different points of entry) as well as an accompanying Explanatory Booklet which provides important details about the admissions process.
This change in format, in itself, requires that admissions authorities consult on the arrangements.
2. Within the oversubscription criteria for 'children living outside the catchment area who meet the faith criterion' (at point 'f' within the Model Arrangements Oversubscription Criteria), faith criterion requirements have been extended to include membership of a church that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches Together in Britain and Ireland; the Evangelical Alliance; the Fellowship of Independent Evangelical Churches; or Affinity fellowship of Churches. This fully inclusive change reflects National Society guidance.
This change in faith criterion, in itself, requires that admissions authorities consult on the arrangements.

3. Children who have a sibling at the school are now ranked as a higher oversubscription criterion than other children (first within catchment and then out of catchment – points c and e within the Model Arrangements Oversubscription Criteria). This change has been introduced in support of family-friendly principles.

This change in sibling arrangements, in itself, requires that admissions authorities consult on the arrangements.

4. Children who are carers of disabled parents are now included within the ‘vulnerable children’ group (point b within the Model Arrangements Oversubscription Criteria). This change has been introduced in recognition of the very significant impact which caring arrangements have on some children’s lives.

This development in ‘vulnerable children’ criteria, in itself, requires that admissions authorities consult on the arrangements.

We are committed to the notion of social justice which, at heart, is behind all of these modifications in our Model Arrangements. To reiterate the point, however, these changes do mean that any admission authority which takes our model arrangements on board will need to consult. There is a reasonably tight, statutory timescale for consultation to which all admissions authorities must adhere. This is detailed both later in this letter and in the attached Explanatory Booklet.

As always admissions authorities are allowed to adopt their own admissions arrangements rather than using our model arrangements however we must emphasise that any arrangements must meet all statutory requirements and any substantive changes from previous arrangements must be consulted upon. Furthermore, all admissions arrangements must, under law, be consulted upon at least once every seven years, so admissions authorities which have not consulted on their arrangements (even if they have remained unchanged) within that timescale must do so this year.

The Salisbury Diocesan Board Of Education is one of the groups whom church schools must consult. Even if you are adopting our Model Policy in full, you will need to personalise elements of the policy hence the requirement for consulting with us!

We have also produced three SIFs (Supplementary Information Forms). Two are suitable for use for admission applications for all schools/academies other than sixth forms. One of these SIFs covers applications based on the faith criteria while the other covers applications for vulnerable children. The third SIF is for admissions applications to sixth forms. Each SIF has to be drafted to fit the requirements of each school/academy set out in its Admissions Policy. At least one Local Authority within the diocese seeks to produce a composite SIF covering the requirements of each school/academy in its area. Where that is the case, schools/academies must liaise with the Local Authority to ensure that the composite SIF covers all the questions in its Admissions Policy which parents must answer. Schools/academies can, if they wish, draft their own SIF subject to views of the Local Authority where applicable.

Our production of these Model Admissions Arrangements and SIFs, as well as the consultation with the Diocesan Board Of Education, are at **no cost** to our schools/academies.

In respect of these Model Arrangements and the consultation process, we will act as ‘the gatekeeper’ in our partnership with Stone King. **We ask, therefore, that all related correspondence is sent to my colleague, Pam Clemett, on pam.clemett@salisbury.anglican.org.** Thank you.

Full details about the 'consultation' process are detailed in the Explanatory Booklet attached. This is not as 'demanding' a process as it may sound but complying with the correct processes and timelines is vital. Talking of timelines, I have pasted the timeline for the 2018-2019 admissions cycle from the Explanatory Booklet below for your information:

Timetable for School Admissions

October 1 st to January 31 st	Consultation of 6 weeks to take place in this period
February 28 th	Date by which governors must determine admission arrangements every year
February 28 th onwards	The governors must publish the determined admission arrangements on the school website and keep it on the website until the end of the Offer Year.
February 28 th	Date by which Admission Appeal timetable is published
March 15 th	Date by which determined arrangements are sent to the Local Authority
May 15 th	Deadline for lodging objection to OSA
August 8 th	Deadline for governing bodies to provide admission arrangements information to the local authority to allow them to compile composite prospectus.
October 31 st	National closing date for secondary school applications
January 15 th	National closing date for primary school applications
March 1 st	National offer day for secondary schools
April 16 th	National offer day for primary schools

It is the responsibility of governing bodies to ensure that their school/academy meets all timelines and processes.

The attached arrangements are also being uploaded to the diocesan website.

We have listened to feedback about our previous model arrangements and have worked hard to meet the needs of admissions authorities. Therefore any feedback about these arrangements would be greatly valued. Again, please can this be sent to pam.clemett@salisbury.anglican.org. Thank you.

The Board of Education looks forward to its work with you this year and I send you very best wishes for the term and year ahead!

Neil Revell
School Effectiveness Adviser with Strategic Lead for Admissions