

Checklist for CE VA Admissions Policies

Name of school:

Policy for: 2014-15

Date:

Introduction and Main Policy

		Yes	No
1	States that the Governing Body is the Admissions Authority?		
2	Sets out its Christian mission statement?		
3	Tells parents how to make applications for admission?		
4	States how often the policy will be reviewed?		
5	States who and how often Governors will consult on the policy?		
6	Sets out clearly the ecclesiastical area defined in the school's Trust Deed, which it was set up to serve?		
7	Defines "address" clearly for parents with shared responsibility?		
8	Sets out clearly the arrangements for admission to a specific year group (e.g. Reception)?		
9	Gives deadline for normal application?		
10	For children below statutory age, gives details of entitlement to a deferred place?		
11	Gives details of arrangements for late applications, and for applications that relate to different year groups?		
12	Gives details of maximum class sizes and PAN?		
13	States when a decision will be notified?		
14	Gives a statement about equality of opportunity and inclusion?		
15	States that all applicants have to complete a written application form naming this school as one of the preferences?		
16	States that children with a statement of SEN, which names the school, will be admitted?		
17	Sets out clear oversubscription criteria? (details overleaf)		
18	Lists a contact for parents to contact? (must not be the Headteacher)?		
19	Gives details of right of appeal?		
20	Map of designated area attached?		

Diocesan Education Centre, The Avenue, Wilton, Nr. Salisbury SP2 0AL

Tel: 01722 428420 Fax: 01722 328010

Website: www.saled.org

E mail: governors@salisbury.anglican.org

Oversubscription Criteria

		Yes	No
1	Ensures that children in (or previously in) local authority care are given first priority.		
2	Ensures that those living in area, with confirmed refugee status, or special medical needs are given priority?		
3	Gives details of evidence required in any category to support the application?		
4	Defines “siblings” and ensures that these relate to children attending the school at the time of admission?		
5	Where religious affiliation is a criterion, ensures this relates to the child and not the parents?		
6	Where child is required to be a “regular” worshipper, defines this (e.g. weekly, monthly, twice a month for a period of one or two years prior to admission)?		
7	Where preference is given to children attending churches other than the Anglican church, defines what is a recognised Christian church (i.e. churches which are members of Churches Together in Britain and Ireland or the Evangelical Alliance.)?		
8	Ensures that children of parents in any occupation or profession are NOT given any priority in the oversubscription criteria? (except military families or possibly children of staff as per Code of Practice)		
9	Where children have the same priority but only one place gives a tie-break?		
10	Finishes with “other children”?		

- **DRAFT POLICIES FOR 2014 SHOULD BE RECEIVED AT SDBE BY:
FRIDAY 30 November 2012**
- **CONSULTATION SHOULD BE COMPLETE BY 01/03/13.**
- **GOVERNORS SHOULD DETERMINE ARRANGEMENTS FOR
ADMISSIONS IN 2014 BY 15/04/13 IN THE LIGHT OF THE
CONSULTATION PROCESS**
- **BY 1 MAY SCHOOLS SHOULD NOTIFY WHAT THEY HAVE
DETERMINED, TO ALL THEY CONSULTED AND PUBLISH ON SCHOOL
WEBSITE**

Enquiries to: **Jane Franchi**
Schools Support Officer
01722 428428
jane.franchi@salisbury.anglican.org

Diocesan Education Centre, The Avenue, Wilton, Nr. Salisbury SP2 0AL

Tel: 01722 428420 Fax: 01722 328010

Website: www.saled.org

E mail: governors@salisbury.anglican.org