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TO V.A. AND FOUNDATION SCHOOLS**

Appendix 2

Admission Arrangements - September 2003

Statutory Requirements

Where the LEA is the admission authority for a school (community and controlled), it is required to consult the governing body over the proposed admission arrangements for that school for the next academic year. It must also consult the admission authorities for all other maintained schools within the relevant area.

Where the governing body is the Admission Authority (foundation, aided and some controlled schools), it must consult the LEA and the Admission Authorities for all other maintained schools within the relevant area.

Recommended Action

To consider whether there are any aspects of the proposed admission policy and arrangements which the governing body would wish to comment upon and/or ask the LEA to consider changing by 28 February 2002.

Contextual Information

Consultation on admission arrangements for the 2003/2004 academic year must be undertaken by 1 March 2002 with the Admission Authority determining the admission arrangements by 15 April.

A consultation document setting out the proposed admission policy and arrangements for Buckinghamshire schools in the 2003/04 school year will be issued to schools in mid January. Responses are required by Thursday 28th February 2002.

In considering the document, the governing body may find it helpful to review the following aspects of the proposed arrangements:

- Standard number (including for secondary schools the standard number for the sixth form)
- School capacity
- Catchment area
- Over-subscription criteria
- Documentation and information for parents
- Applications and other administrative procedures
- Timescales within the Admissions procedures

Governing bodies should note that the consultation document proposes changes to the catchment areas and the over-subscription criteria for some secondary schools. There will also be changes (required by regulation) in the processes for the allocation of places in mainstream schools for children with statements of special educational needs. Information concerning this will be in the consultation document.

Any comments or requests for consideration of a particular change should be submitted via the Senior Advisory Officer of the local education office.

The Admission Forum for Buckinghamshire, which brings together headteachers, governors and other interested parties, has a key role in ensuring that local admission arrangements best meet the needs of parents, taking account of issues such as planning school places and provision for children with special educational needs. The Admissions Forum will meet in the Spring Term to consider admission arrangements for September 2003.

References

- Buckinghamshire Schools : 2002 Entry : Guide for Parents (Blue Book)
- Admission Arrangements 2003 Consultation document
(This will include the 2nd Phase of the Consultation on Secondary School Catchment Areas and will include detailed proposals for possible changes)

These documents should be available in school.

Contact for Further Information

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