



## **Admissions to Schools and Academies in the Diocese of Nottingham: 2019-20**

### **Admission Arrangements Determination Guidance**

#### **IMMEDIATE ACTION IS REQUIRED BY ALL SCHOOLS**

#### **Headline**

All schools and academies must determine their 2019-20 admission arrangements by 28<sup>th</sup> February 2018.

#### **Background**

**Each year governing bodies are** required to determine admission arrangements for the following year by 28<sup>th</sup> February, in this case the 2019-20 admission arrangements by the 28<sup>th</sup> February 2018.

We are not proposing any material changes to the 2019-20 arrangements therefore we are not required to go through a consultation process; we need only to formally agree and adopt the policy.

Schools can determine their 2019-20 arrangements from any time between now and 28<sup>th</sup> February 2018.

All schools have been provided with their 2019-20 Admission Policy, including the Supplementary Information Form that must be used in the 2019-20 admissions round. The only change from the 2018-19 arrangements are the references to the 2019-20 admissions round (*\*note additional change below for North Lincs Primary schools*).

Secondary schools must, as in previous years, ensure that they include their **Sixth form Admission Arrangements where indicated at the end of the policy**.

*\*North Lincs Primary Schools only: Please note North Lincs Council are amending the way they calculate the distance measurements they supply to schools to include paths. The wording of our policy has been altered to allow for this change.*

**All Schools MUST** For the 2019-20 admissions arrangements to be valid:

#### **1. Determination - Before The 28th February 2018**

2018-19 admissions arrangements **must** be considered and agreed ('determined') at a meeting of the **full governing body** and determination of the arrangements **must be clearly recorded** in the minutes of the meeting.

#### **2. Immediately after determination**

All schools must ensure that their websites are compliant with the School Admissions Code by ensuring that the following information is **prominently and clearly displayed**:

- The admissions policy for the current academic year, i.e. for 2017-18, (clearly labelled)
- The '2017-18 Supplementary Information Form' for use this academic year (clearly labelled)
  
- The admissions policy for the next academic year, i.e. for 2018-19, (clearly labelled)
- The '2018-19 Supplementary Information Form' (clearly labelled)



- The admissions policy for future academic years, i.e. for 2019-20, (clearly labelled)  
NB **Remove the 'For Determination' watermark before uploading!**
- The '2019-20 Supplementary Information Form' (clearly labelled)
  
- The admissions appeals timetable in the normal round(\*)
- The admissions appeals timetable for late applications in the normal round(\*)
- The admissions appeals timetable for in-year applications(\*)

**It is also advisable that the school website contains a link to the admissions page of the relevant local authority website.**

(\*) All three appeals timetable documents have been issued previously to schools but are available from the NRCDES website or by contacting the NRCDES Admissions Team.

### **3. Email NRCDES**

**All schools and academies** should as soon as possible **confirm to NRCDES the date** their governing body 'determined' their 2019-20 admissions arrangements

**Secondary schools and academies** that add in 6<sup>th</sup> Form arrangements **must** send NRCDES a copy of their updated and determined policy to NRCDES.

**We must receive confirmation of determination by 5<sup>th</sup> March 2018 (absolute deadline) to enable NRCDES to ensure that the relevant LA Admissions Team have copies of the final policies for schools by the statutory deadline.**

#### **NRCDES Admissions Contact details:**

Neil Weightman 01332 293833 ext 211 [neil.weightman@nottingham-des.org.uk](mailto:neil.weightman@nottingham-des.org.uk)

Julie Sweeney 01332 293833 ext 202 [julie.sweeney@nottingham-des.org.uk](mailto:julie.sweeney@nottingham-des.org.uk)