

Best Practice Guide

The School Website and Admissions Information

Admissions are important as they are the school's main source of income and therefore it is essential that parents who are considering your school know how and when to apply.

Consider having an admissions tab at the top of the website which would make it easy for parents to navigate.

Determination

1. Every school must determine their admission arrangements (*policy*) each year by the 28 February of the determination year (*e.g. February 2024 for September 2025 entry*), regardless of whether the arrangements have been changed.
2. A copy of the determined policy must be sent to the local authority by the 15 March each year – *schools should check whether this will be done by someone from the Astrea Central Services Team.*
3. Once the policy has been determined it should be put on the school website by the 15 March at the latest, suggested wording

The Astrea Academy Trust has now determined the (School Name) Admissions Policy for the academic year 2025/2026 - [click here to view](#).

4. Advise your parents that the admission policy has been determined in your newsletter and or social media.
5. After determination you will have 3 policies on your website, e.g, entry in 23/24, entry in 24/25 and entry in 25/26. Once the 24/25 academic year starts the 23/24 policy can be removed as this is no longer relevant.

Information for parents

Parents often find the admission process difficult to navigate and will not always read the whole policy. Consider having each point of entry with key information, either on one page or separate pages on the website.

Nursery

- Age taken from
- Viewing sessions - *if any*
- Number of place available
- Session times
- How to apply & criteria for admission
- Add a link to the application form
- Deadline for application - *if any*

Reception

- Age
- Viewing sessions
- How to apply
- Published Admissions Number (**PAN**)
- Add link to the catchment area– if this applies
- Confirm that applications have to be made through XXXX LA and add a link to the LA website page
- Deadline for applications – 15 January
- When will parents be told the outcome of their application
- Add a link to determined admission policy
- If your school is oversubscribed consider adding a Q & A

Secondary

- Viewing sessions
- PAN
- How to apply
- Add links to the catchment area and feeder schools – if these apply
- Confirm that applications have to be made through XXXX LA and add a link to the LA website page
- Deadline for applications -- 31 October
- When will parents be told the outcome of their application
- Add a link to determined admission policy
- If your school is oversubscribed consider adding a Q & A

In Year

- How to apply
- Link to application form if the academy manages the process.
- If the LA manage the process for you add a link to the LA website page
- Add a link to determined admission policy for the year required, e.g. 23/24

Post 16

- How to apply
- Number of places available in the year and PAN (minimum number of places for external applicants), which can be increased if not all your year 11s transfer to year 12.
- Courses
- Entry criteria
- Oversubscription criteria

Appeals Process

A parent has the right to appeal if they have applied for a place for their child which has been refused.

- Information on how to appeal and contact person

Admission authorities must publish their appeals timetable on their website by 28 February each year, which should include the following:

- The deadline for parents/carers to submit an appeals - allow at least 20 school days to lodge a written appeal.
- Dates when appeals will be heard – discuss with your clerk or the LA if they manage this process for you.
- Will appeals be heard virtually or in person – or a hybrid of both.
- Parents must be given at least 10 school days' notice of the date of their hearing unless they have waived their right to notice.
- Ensure decision letters are sent within 5 school days of the hearing where possible.

If you get a lot of appeals consider having a Q & A for parents to view.

If the LA manage this process on behalf of the school, then add a link to the LA website page under the appeals process heading where parents can obtain this information

Admission authorities must ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- a) for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.
- b) for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- c) In-year applications within 30 school days

d) Sixth form appeals

- Where the offer of a place is conditional upon exam results – 30 school days of the confirmation of the results.
- Where an offer is not conditional - 40 school days of the deadline for lodging appeals

Local Authority (LA) Prospectus

LAs must compile a prospectus which includes the admissions information for all the schools in their locality. The LA should contact schools in the summer term to ask for the information that they

would like added to the booklet, they will confirm how much space you have and whether there is a format etc. Or they will send a copy of the information that was included the previous year and ask for it to be checked and amended etc.

Check the following

- School name address, email address, contact number etc.
- PAN
- Admission Criteria
- If your whole policy is in the admissions booklet, is the wording correct as per the determined admissions policy.

It is important that the information for your school is correct, otherwise it could lead to appeals being upheld.

Email the LA to find out the timetable for this process and ensure that you ask to see a final proof before it goes on the website.