



Further changes made by the new Admissions Code

September 2021

You will have had details from your Local Authority (LA) on how changes in the new School Admissions Code should be dealt with. It will mean that changes need to be made to your school's website and admissions policy. There are three further changes made by the new Admission Code that need to be addressed at this stage.

The particular areas which schools will need to address:

1. website review and details for in-year applications;
2. fair access protocols;
3. admission of children of service personnel and Crown Servants.

1. Website review and in-year applications

The new School Admissions Code sets out that all schools must review the information that they have on their website by 31 October 2021, to make sure that it sets out how in-year applications are to be dealt with between November 2021 and August 2022. The published information must include how parents can apply for a place, with a suitable form for parents to complete (where schools manage their own in-year admissions), and a supplementary form where this is required.

The site must also give details of when parents will be notified of the outcome of their application and details of their right of appeal if their application is refused. In following years this information must be updated by 31 August each year. So for the next school year this information must be published by 31 August 2022.

All schools will have been contacted by their LA asking if they wish to be part of the LA in-year co-ordination scheme, or whether they will be managing their own in-year admissions for the next academic year. This information must be given by 1 October this school year and by 1 August in future years. By the same date schools should also provide information to the LA with details of the number of places available at the school whenever this is request no later than 2 school days following a request.

The LA must also be notified of every application and its outcome, and aim to do this within 2 school days. Applications must be processed within 10 school days but within a maximum of 15 school days. Schools should arrange admission as soon as possible, especially when the child is out of school. It should also be stated that parents can apply for any school at any time and that their application must be considered. Fair access rules have changed so a refusal on the basis that they could apply should not be used in a refusal. Fair access questions will only be used where a place cannot be obtained through the usual in-year admission procedures.

2. Fair Access Protocols

This is mainly for the LA to comply with following a review of current procedures, and updating them to comply with the new Code. As will be seen from the above there will be knock on implications for schools. LA's will be notifying schools of what they should be doing according to their local scheme. All schools should be consulted during the formulation of the protocol.

3. Children of UK service personnel and Crown Servants

An amendment to provide more flexibility for admission authorities on the admission of the children of UK service personnel and Crown Servants. The Code now provides that for those families with a confirmed posting, or Crown servants returning from overseas, admission authorities must:

1/ allocate a place in advance of the family arriving in the area, as long as one is available, provided the application is accompanied by an official letter that details a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

2/ use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities are required to use a unit or quartering address as the child's home address when considering the application against their oversubscription criteria where the parents request this.