



Archdiocese of Birmingham  
**Diocesan Education Service**

**Guidance to Schools on completing the 2019/2020 model admission policy templates**

The new Diocesan model admission policies for the 2019/2020 academic year are now available on our website at <http://www.bdes.org.uk/admissions-and-governance.html>

These policies have been re-worded following the Catholic Education Service making available to dioceses national standard policies that they would like all schools to use.

Therefore, it is essential that all schools use the new model policies and **DO NOT** continue to use their old policies by simply updating the wording on the 2018/2019 policy.

The wording used has been approved by the Bishops Conference, the Department for Education, the Catholic Education Service and each relevant local authority. Using these new policies will not require schools to automatically consult as any changes in wording to the 2018/2020 policy is for clarification only and not considered to be a major change that requires consultation. Schools will, however, still have to consult if they are proposing any changes to their oversubscription criteria or are introducing any other material change, or if they have not consulted in the last seven years. If you have any queries regarding consultation, please contact me and discuss these on an individual basis to ensure that your school is completing the process in line with the School Admissions Code.

Please double click on the admission policy that is relevant to your individual school and save it to your own computer/network. **Please check that you have the correct local authority area and type of school. If you are a Staffordshire Primary Academy, please do not use the template for Birmingham Primary VA schools, it happens more often than you would believe.** Once saved, please complete the template following the instructions below:

- Any wording in **RED** should be amended to reflect your school's personal details/information
- Any wording in **GREEN** are instructions and should be read, acted upon and then removed from your final policy.
- The sections in **BLUE** are where you insert your individual school's oversubscription criteria. Suggested criteria is included in the model, but some schools have criterion that differs slightly and it is important that you ensure that your own criteria used in the 2018/2019 policy is copied and pasted to this section unless there are any plans to introduce a change to the oversubscription, which will therefore require a full consultation to be undertaken (please see the separate guidance in the "Admissions Process during the academic year 2017/2018" for information on the consultation process)

- For Secondary schools with a Sixth form, please note the following when completing the Sixth form admissions section of the policy:
  - **xx** is the total number of pupils that your school can accommodate within Years 12 and 13 in September 2019 when added together.
  - **yy** is the total number of pupils the school can accommodate in the Year 12 class in September 2019.
  - **zz** is the total number of places available to external applicants wishing to join the Sixth form, ie, students not already in Year 11 at your school.
    - NB: This number **MUST** be admitted so should not be set too high as if a higher number of Year 11s wish to stay on into Year 12, this could create capacity issues for the school.
  - Remember, any pupil already attending the school (ie, current Year 11 pupils), who meet the minimum entry requirement for Sixth form and wish to stay at the school **MUST** be admitted as well as the external applicant number of **zz** so it is important that schools consider capacity when setting the number of external applicants that can be accommodated.
- Once the template has been completed, please ensure that any surplus instructional wording is removed and the font colour for the whole document is set as black.
- Governing Bodies/Board of Directors must determine (finalise and set) the policy by 28<sup>th</sup> February 2018)
- The determined policy **MUST** be sent to the admissions department of your local authority, to the Diocese (send it to [r.tonks@bdes.org.uk](mailto:r.tonks@bdes.org.uk)) and published on the schools website by 15<sup>th</sup> March 2018. **This is a requirement of the School Admissions Code.**
- Please use these instructions in conjunction with the guidance document “Admissions Process during the Academic Year 2017/2018” which provides a timeline on how schools must consider and determine their admissions policy. This guidance also gives full information on how to undertake the consultation process if required in order to comply with the Code.
- If, at any point, schools have concerns or queries on any part of the process, please do not hesitate to contact me on the details below. It is much better to discuss and correct any potential errors before setting the policy rather than have to deal with problems that could occur further down the line.

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