

1st February 2023

Dear Sir/Madam

School Admissions - Determination of 24/25 Admissions Arrangements

It is a statutory requirement in the DfE's Schools Admissions Code (section 1) that Admissions Authorities must determine (review and set) their admissions arrangements every year. As OCL is its own Admissions Authority, the Trust is legally responsible for ensuring academies' admissions arrangements are compliant by completing the Determination process.

The DfE's school admissions code states that all schools must have admissions arrangements that clearly set out how children will be admitted, including oversubscription criteria. All admissions authorities must determine (review and set) their admissions arrangements, every year, even if they have not changed from previous years and a consultation is not required, by 28th February.

Once admissions authorities have determined their admissions arrangements, they must notify the appropriate bodies and must publish a copy of the determined admissions arrangements on the school's website by 15th March. Academy websites should have published both admissions arrangements for the current admissions cycle and the following year, i.e 23-24 and 24-25.

What is OCL's internal process for determining admissions arrangements? By 28th February 2023, academies will need to determine their admissions arrangements for 2024 - 2025.

Principals must review their current admissions arrangements with their RDs. If the academy's admissions arrangements need to be amended (which includes changes to PAN) the academy must get approval from their RD and potentially CSG and OCL Board, depending on the changes. The academy must then hold a public consultation about the changes before formally determining the admission arrangements. If the Principal and RD decide the admissions arrangements are fit for purpose and no changes are required, a record of the meeting must be saved and stored for audit purposes. Academies will still need to follow a process to ensure their admissions arrangements are formally determined and therefore comply with the School Admissions Code.

Whilst the deadline for determining admissions arrangements is not until 28th February, discussions between RDs and Principals need to take place much earlier to ensure that any academies wanting to make changes get the necessary sign offs and are able to carry out a public consultation in line with the deadlines set by the DfE. Please note the deadline to consult on 24/25 Admissions Arrangements has passed.

Kind regards



Mrs J. Poppett

Principal



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