



Policy Statement on Admissions Arrangements

Revised: July 2019

Acer Trust Admissions Arrangements Statement

All schools in the Acer Trust adhere to the National Admissions Code:

<https://www.gov.uk/government/publications/school-admissions-code--2>

All schools in the Acer Trust are part of the Coordinated Admissions Process (and In-Year Process) for Oxfordshire.

All schools in the Acer Trust have two lots of Admissions Arrangements which clearly set out their over-subscription criteria:

- One for the follow the current academic year (for parents of existing students)
- One for the following academic year (for new intake)

These are based on those produced by Oxfordshire County Council (which are in line with the National Admissions Code) below:

<https://www.oxfordshire.gov.uk/residents/schools/starting-school/school-admission-rules-and-policies/admission-rules>

Each school will domesticate its Admission Arrangements clarifying its:

- Pupil Admission Number (PAN)
- Catchment Schools

The Acer Trust Board is responsible for admissions decisions. It has delegated this responsibility to school Governing Bodies.

Governing Bodies have the power to change their Pupil Admission Number and Over-Subscription Criteria. Before any changes can be made to School Admissions Arrangements, Governing Bodies must consult widely. They must do this by 31st January of a given year for the September in the following year (i.e. 31st January 2020 for 2021/22 Admissions Arrangements). The consultation should take place in the autumn term preceding the 31st January and should last 8 weeks. Consultations must follow rules set out by Oxfordshire County Council.

Governing Bodies of the founder Acer Trust schools consulted to add in the following statement to their Admissions Arrangements (as the third criterion):

- To children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage."

The Acer Trust recognises that the above criteria might support recruitment and retention of staff. Accordingly, it encourages the Governing Bodies of all future Acer Trust Schools to consult to include this criterion as soon as possible (following joining the Trust).

Schools are required to consult on their Admissions Arrangements every 7 years.

All Acer Trust schools must have the following documentation available on their website:

- The Acer Trust Admissions Arrangements Statement
- Admissions Arrangements for current and subsequent academic years
- Appeals Timelines for the current and subsequent academic years (please find in this link <https://www.oxfordshire.gov.uk/residents/schools/starting-school/school-appeals>)
- Key Admissions Dates for the current and subsequent academic years (these can be found at the end of the Determined In-Year Admissions Schemes on the OCC website)
- Catchment Map

The following documents can be found on the Oxfordshire County Council website:

<https://www.oxfordshire.gov.uk/residents/schools/starting-school/school-admission-rules-and-policies/admission-rules>

School admission rules 2020-21

- [Determined coordinated admissions scheme \(pdf format, 227Kb\)](#)
- [Determined in-year admissions scheme \(pdf format, 179Kb\)](#)
- [Determined admission arrangements and oversubscription criteria \(pdf format, 188Kb\)](#)
- [Determined fair access protocol \(pdf format, 141Kb\)](#)

School admission rules 2019-20

- [In year admissions scheme for Oxfordshire reception to Year 11 \(pdf format, 204Kb\)](#)
- [Determined schedule of coordination for admission at the normal points of entry/transfer for the 2019-20 academic year \(pdf format, 262Kb\)](#)
- [Determined admission arrangements years 7 to 11 community secondary schools 2019 onwards \(pdf format, 470Kb\)](#)
- [Determined admission arrangements for community and voluntary controlled primary, infant and junior schools 2019-20 onwards \(pdf format, 178Kb\)](#)
- [Determined fair access protocol \(pdf format, 306Kb\)](#)
- [Determined admission numbers for Community and Voluntary Controlled schools for 2019/20 academic year \(pdf format, 140Kb\)](#)