



Leicester Diocesan Board of Education: Admissions Policy Checklist – September 2022

This checklist should be read in conjunction with Leicester DBE’s Admissions Advice [here](#)

?	Have you taken the following action?
	Reviewed your policy & recorded the fact?
	Do you need to consult this year due to changes or because it is 7 years since you last consulted?
	Have you sent proposed policy to DBE prior to consultation?
	Determined your policy for 2024/5? By 28 February and recorded the decision?
	Sent your determined policy to the LA / DBE by 15 March?
?	General questions about your policy
	Does your policy reflect the school’s trust deed & related DBE guidance?
	Is your policy clear & easy to understand?
	Is your policy easily accessible on the website – ideally a tab on the home screen?
?	Does your policy include the following?
	Date of year to which it applies
	Published admissions number PAN
	Details of how to apply using LA Common Application form
	<i>Infant & Primary schools</i>
	1. Details of part-time option in year
	2. Details of deferment options in year

	3. Summer-born option to start school in following year
	4. Details of how parents of summer-born can request admission into year for September following child's 5 th Birthday
	Details of how parents can request their child to be educated outside normal age group
	For schools with a sixth form, specific policy for how pupils apply & are admitted including entry requirements
	Statement about admission of pupils with EHCP
	Clear set of over-subscription criteria
	LAC children ranked first including LAC from outside England
	Clear tie-break
	Clear definitions of siblings
	Clear explanation of how distance from home to school is measured
	How the home address is determined where there is shared parental responsibility
	Where catchment area is used – map or clear description of the area
	Clear definitions/explanations of terms (eg staff/former pupils/medical and social needs) if used in the policy
	If faith criteria are used, include a clear statement of how eligibility is determined including period, frequency & end date of attendance at public worship
	If a variant for attendance at worship covering church closure was agreed, that it remains in the policy unless you consult on its removal
	If you use a SIF, does the wording match that of the policy?
	Does the SIF only ask for essential information not available via the CAF? Provide Information about the Fair Access Protocol
	Details of how the waiting list works & for how long it is maintained
	Details of how applications for twins/ multiple births are dealt with



	Details on admission of children of Service Personnel and Crown Servants
	In-year admissions arrangements & whether or not to be part of the LA co-ordinated scheme
	How late applications are dealt with
	Details of how to appeal a decision if a place is refused

Policies should be clear, easy to understand, and not unnecessarily complicated