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1. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')<sup>1</sup>. The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

2. This Code comes into force on \_\_\_\_\_ and, unless otherwise stated, applies with immediate effect. It will apply to admission arrangements determined in 2015 for admission in school year 2016/17 and any future years

5. It is the responsibility of admission authorities to ensure that admission arrangements<sup>4</sup> are compliant with this Code. Where a school is the admission authority, this responsibility falls to the governing body or Academy Trust.

6. Section 88P of the SSF. 2056.104.0.Td.99.0285.10.54.6.55.27.0.Td.85.0.28.0.Td.15.2.15.0

11. The table below sets out the admission authority for each type of school in England.

Academies	Academy Trust	Schools Adjudicator	Academy Trust
Community Schools	Local Authority	Schools Adjudicator	Local Authority
Foundation Schools	Governing body	Schools Adjudicator	Governing body
Voluntary aided schools	Governing body	Sc2 267.9 52'	

12. The purpose of the Code is to ensure that all school places for maintained schools (excluding maintained special schools<sup>6</sup>) and Academies are allocated<sup>tpd</sup>

proposed admission arrangements.

- c) Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator. Objections to admission arrangements for entry in September 2016 be referred to the Adjudicator by . For all subsequent years, objections be referred to the Adjudicator by in the determination year. Any decision of the Adjudicator be acted on by the admission authority and admission arrangements amended accordingly. The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.
- d) In the normal admissions round<sup>8</sup> parents apply to the local authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies be offered a place. When oversubscribed, a school's admission authority rank applications in order against its published oversubscription criteria and send that list back to the local authority. Published admission arrangements make clear to parents that a separate application be made for any transfer from nursery to primary school, and from infant to junior school.
- e) All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. For secondary schools, the offer is made on or about (known as National Offer Day) in the year in which the child will be admitted. For primary schools, the offer is made on or about , in the year in which the child will be admitted.
- f) Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

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<sup>8</sup> (i.e. application in October (secondary school) for following year and January (primary school) for same year admission).



1.1 Admission authorities are responsible for admissions and act in accordance with this Code, the School Admission Appeals Code, other laws relating to admissions<sup>9</sup>, and relevant human rights and equalities legislation.

1.2 As part of determining their admission arrangements<sup>10</sup>, all admission authorities set an admission number for each 'relevant age group'<sup>11</sup>.

1.3 Own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN<sup>12</sup>. For a community or voluntary controlled school, the local authority (as admission authority) consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities consult in accordance with paragraph 1.42 below where they propose a decrease to the PAN. Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator have regard when considering any such objection.

when there are more applications than places and the order in which the criteria will be applied. All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan<sup>15</sup> names the school be admitted. If the school is not oversubscribed, all applicants be offered a place (with the exception of designated grammar schools - see paragraph 2.8 of this Code).

1.7 All schools have oversubscription criteria for each 'relevant age group' and the highest priority be given, unless otherwise provided in this Code, to looked after children<sup>16</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>17</sup> (or became subject to a child arrangements order<sup>18</sup> or special guardianship order<sup>19</sup>). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. Oversub

- in a particular order, including 'first preference first' arrangements;
- d) introduce any new selection by ability<sup>20</sup>;
  - e) give priority to children on the basis of any practical or financial support parents may give to the school or any associated organisation, including any religious authority. The exception to this is where parents pay optional nursery fees to the school or school-run nursery, for additional hours on top of their 15-hour funded early education, where children from the school nursery class or school-run nursery are given priority for admission to Reception;
  - f) give priority to children according to the occupational, marital, financial or educational status of parents applying. The exceptions to this are children of staff at the school and those eligible for the early years pupil premium, the pupil premium and the service premium who may be prioritised in the arrangements in accordance with paragraphs 1.39 – 1.39B;
  - g) take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family;
  - h) discriminate against or disadvantage disabled children, those with special educational needs, or those applying for admission outside their normal age group where an admission authority has agreed to this under paragraphs 2.17 to 2.17B;
  - i) prioritise children on the basis of their own or their parents' past or current hobbies or activities (schools which have been designated as having a religious character<sup>21</sup> may take account of religious activities, as laid out by the body or person representing the religion or religious denomination<sup>22</sup>);
  - j) in designated grammar schools that rank all children according to a pre-determined pass mark and then allocate places to those who score highest, give priority to siblings of current or former pupils;
  - k) in the case of schools with boarding places, rank children on the basis of a child's suitability for boarding – more information on boarding schools is set out at paragraphs 1.40 - 1.41 below;
  - l) name fee-paying independent schools as feeder schools;
  - m) interview children or parents. In the case of sixth form applications, a meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting cannot form part of the decision making process on whether to offer a place. Boarding schools may interview children to assess their suitability for boarding;

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<sup>20</sup> There is a general restriction on selection by ability. Only designated grammar schools or schools with partially selective arrangements which already had such arrangements in place during the 1

- n) request financial contributions (either in the form of voluntary contribution)

a feeder school. The selection of a feeder school or schools as an oversubscription criterion be transparent and made on reasonable grounds.

1.16 If admission authorities decide to use social and medical need as an oversubscription criterion, they set out in their arrangements how they will define this need and give clear details about what supporting evidence will be required (e.g. a letter from a doctor or social worker) and then make consistent decisions based on the evidence provided.

1.17 All selective schools publish the entry requirements for a selective place and the process for such selection.

1.18 Only designated Grammar schools<sup>24</sup> are permitted to select their entire intake on the basis of high academic ability<sup>25</sup>. They do not have to fill all of their places if applicants have not reached the required standard.

1.19 Where arrangements for pupils are wholly based on selection by reference to ability and provide for only those pupils who score highest in any selection test to be admitted, no priority needs to be given to looked after children or previously looked after children.

1.20 Where admission arrangements are not based solely on highest scores in a selection test, the admission authority give priority in its oversubscription criteria to all looked after children and previously looked after children who meet the pre-set standards of the ability test.

1.21 P





used each time a child is to be offered a place from a waiting list.

1.36 As with other maintained sch



1.39A Admission authorities may give priority in their oversubscription criteria to children eligible for the early years pupil premium<sup>31</sup>, the pupil premium<sup>32</sup> and also children eligible for the service premium<sup>33</sup>. Admission authorities should clearly define in the arrangements the categories of eligible premium recipients to be prioritised.

1.39B Admission authorities may give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium or the service premium who:

- a) are in a nursery class which is part of the school; or
- b) attend a nursery that is established and run by the school. The nursery be named in the admission arrangements and its selection must be transparent and made on reasonable grounds.

1.40 Maintained boarding schools can set separate admission numbers for day places and boarding places<sup>34</sup>. A maintained boarding school can interview applicants to assess suitability for boarding, but such interviews only consider whether a child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from a boarding environment. To help with this assessment, they may also use a supplementary information form, and information provided by the previous school and by the child's home local authority (on safeguarding issues). These processes, and the timeline for them, be clearly set out in the school's admission arrangements.

1.41 Boarding schools give priority in their oversubscription criteria in the following order:

- a) looked after children and previously looked after children;
- b) children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees;
- c) children with a 'boarding need', making it clear what they mean by this.

1.42 When changes<sup>36</sup> are proposed to admission arrangements, all admission authorities consult on the

1.46 All admission authorities determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities determine admission arrangements for entry in September 2016 by and for all subsequent years, by in the determination year<sup>39</sup>.

1.47 Once admission authorities have determined their admission arrangements, they notify the appropriate bodies<sup>40</sup> and publish a copy of the determined arrangements on their website displaying them for the whole offer year (the school year in which offers for places are made). Admission authorities send a copy of their full, determined arrangements to the local authority. Admission authorities send a copy of their determined admission arrangements for entry in September 2016 as soon as possible before and for all subsequent years, as soon as possible before in the determination year. Admission authorities for schools designated with a religious character also send a copy of their arrangements to the body or person representing their religion or religious denomination.

1.51 Local authorities publish online - with hard copies available for those who do not have access to the internet - a composite prospectus for parents by in the offer year, which contains the admissions arrangements and any supplementary information forms for each of the state-funded schools in the local authority area to which parents can apply (i.e. all schools including Academies). They ensure that this information is kept up to date throughout the period in which it is possible for parents to apply for a place for their child, and that it is written in a way that makes it clear and accessible to all parents.

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<sup>44</sup> See regulations 5, 6 and Schedule 2 of the School Information (England)



cases they ask for any evidence that would include any of the information detailed above. Once a place has been offered, admission authorities may ask for proof of birth date, but ask for a 'long' birth certificate or other documents which would include information about the child's parents. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2.6 Children and their parents applying for sixth form places may use the CAF, although if they are already on the roll they are not required to do so in order to transfer into year 12. Admission authorities can, however, set academic entry criteria for their sixth forms, which be the same for both external and internal places. School sixth form admission arrangements for external applicants must be consulted upon, determined and published in accordance with the same timetable as for admission arrangements for other entry points. As with other points of entry to schools, highest priority in oversubscription criteria for sixth form places be given to looked after children and previously looked after children who meet the academic entry criteria. As stated in paragraph 1.9 m) above, any meetings held to discuss options and courses not form part of the decision process on whether to offer a place.

2.7 Admission authorities

places be sent by the home local authority and schools contact parents about the outcome of their applications until after these offers have been received. Admission authorities provide any guarantees to applicants of the outcome of their application prior to the formal notification of any offers of a place in a suitable school by the home local authority.

2.11 Where a place is available for a child at more than one school, the home local authority ensure, so far as is reasonably practicable, that the child is offered a place at whichever of these schools is their highest preference. If the local authority is unable to offer a place at one of the parents' preferred schools it, if there are places available, offer a place at another school.

2.12 An admission authority withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that

the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special education







its normal admissions round.

2.21 There is no requirement for local authorities to co-ordinate in-year applications but they provide information in the composite prospectus on how in-year applications can be made and will be dealt with. Local authorities on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round. They can do this by applying directly to admission authorities, except where other arrangements are in place locally (e.g. the local authority coordinates all in-year admissions).

2.22 Own admission authority schools, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority also inform parents of their right to appeal against the refusal of a place.

2.23 Where schools are oversubscribed, admission

3.1 T28

Adjudicator's attention by other means which the Adjudicator considers may not comply with mandatory requirements.

3.5 Objections to admission arrangements for entry in September 2016 be referred to the Adjudicator by . For all subsequent years, objections be referred to the Adjudicator by in the determination year<sup>58</sup>. Further information on how to make an objection can be obtained from the [Office of the Schools Adjudicator](#).

3.6 Once admission arrangements have been determined for a particular school year, they cannot be revised by the admission authority unless such revisibn v laéc fiøh

exclusion (or would have been had it been practicable to do so)<sup>65</sup>, and children with special educational needs statements or Education, Health and Care Plans.

3.9 Each local authority have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met. 6

- a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) children who are carers; and
- g) children with special educational needs, disabilities or medical conditions (but without a statement or Education, Health and Care Plan).

3.16 A local authority has the power<sup>67</sup> to direct the governing body of a maintained school for which they are not the admission authority to admit a child in their area even when the school is full. The local authority can only make such a direction in respect of a child in the local authority area if the child is

3.19 A local authority also has the power<sup>68</sup> to direct the admission authority for any maintained school in England (other than a school for which they are the admission authority) to admit a child who is looked after by the local authority, even when the school is full. The local authority choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size<sup>69</sup>.

3.20 Before deciding to give a direction, the local authority consult the admission authority of the school it proposes to direct. The admission authority tell the local authority within 7 days whether it is willing to admit the child. If, following consultation, the local authority decides to direct, it inform the admission authority, the governing body (if the school is a voluntary controlled or community school), the local authority that maintains the school, and the head teacher. The admission authority can apply to the court for an order if the school refuses to admit the child.



3.23 Local authorities produce an annual report on admissions for all the schools in their area for which they co-ordinate admissions, to be published locally and sent to the Adjudicator by following the admissions round. The report cover as a minimum: 696.18 TmP B(l)Tj1.9 0 Td1IID 3 BD1



and sexual orientation.

9. Further guidance on the Public o

*These example arrangements are provided for illustrative purposes only – they are not “suggested” arrangements and should not be seen as such. Arrangements for individual schools **must** be set in the context of local circumstances.*

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The school has an agreed admission number of 240 pupils for entry in year 7. The school will accordingly admit up to 240 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 240 or fewer apply.

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The timetable and procedures for admissions are set out in both this Code and the School Admissions Regulations 2012<sup>72</sup>. The admissions timeline applies to all state funded schools including Academies and Free Schools (through their funding agreement).

Local Authorities have a key role in providing information to parents on admission arrangements and schools in their area and in co-ordinating school admissions for parents for all state funded schools. Local authorities will also be notified and have oversight of the outcome of all in-year applications.

In the normal admissions round (i.e. October - end February), parents apply to the local authority in which they live for places at their preferred primary or secondary schools. For late applications outside the normal round of admissions (i.e. March - end August), parents apply to the local authority. For in-year applications (i.e. September onwards) there is no requirement for local authorities to co-ordinate applications but they on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round. Parents can apply directly to own admission authority schools.

(The school year in which admission authorities determine their admission arrangements)

1 October 2015	Earliest date to start consultation on proposed arrangements. Consultation last a minimum of 6 weeks.
1 January 2016	Deadline for the local authority to formulate a co-ordinated scheme for state funded schools in their area, including any new school or Academy which is expected to open.
31 January 2016	Deadline for the completion of the consultation on proposed admission arrangements.
28 February 2016	Deadline for admission arrangements to be determined even if they have not changed from the previous year and a consultation

secured by this date.

15 March 2016 Deadline for admission authorities to send a copy of their full determined admission arrangements to their local authority.

15 March 2016 Deadline for local authorities to publish on their website the proposed admission arrangements for any new school or Academy which is intended to open within the determination year, details of where the determined arrangements for all schools, including Academies, can be viewed, and information on how to refer objections to the Schools Adjudicator.

15 May 2016 Deadline for objections to the Schools Adjudicator.

30 June 2016 Deadline for local authorities to report to the Schools Adjudicator on admission arrangements in their area.

8 August 2016 Deadline for governing bodies to provide admission arrangements information to the local authority to allow them to compile composite prospectus.

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12 September 2016 Deadline for local authorities to report to the Schools Adjudicator on admission arrangements in their area.



Oversubscription criterion that stipulates conditions which affect the priority given to an application, for example taking account of other preferences or giving priority to families who include in their other preferenci



permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.

Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.

children will be allocated a place.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

Ability/Aptitude: 1.17, 1.24, 1.32 a)  
Academies: 4, 12, 1.49, 3.3, 3.22  
Adjudicator, Schools: 3 c), 6-10, 1.3, 1.49-1.50, 3.1-3.5, 3.16-3.22  
Admission arrangements: 2, 4, 5-9, 11, 14-15, 1.1-1.51, 2.16-2.19  
Admission number (PAN): 1.2-1.5, 1.48, 3.3 b), 3.6-3.7  
Admission authorities: 5, 10, 11, 13-15, 1.1-1.51, 3.7  
Admission of children below compulsory age: 2.16  
Admission of children outside normal age group: 2.17, 2.17A, 2.17B  
Allocating places: 2.7-2.11  
Appeals: 15 f), 2.22, 2.24  
Applying for places: 2.1-2.12  
Applying for places at sixth form: 2.6  
Armed forces/UK service personnel: 2.18  
Asylum seekers and refugees: 3.15 c)

Banding: 1.25-1.30  
Behaviour: 1.9 g), 3.8-3.9  
Birth certificates: 2.5  
Boarding schools: 1.9 k), 1.9 m), 1.40-1.41

Catchment areas: 1.14  
Challenging behaviour: 3.8; 3.12  
Children below compulsory school age: 2.16  
Children from overseas: 2.19  
Children of staff: 1.39  
Children of armed forces/UK service personnel: 2.18  
Children outside their normal age group: 2.17  
Common Application Form (CAF): 2.1-2.3, 2.6  
Composite prospectus: 1.51, 2.21  
Conditionality: 1.9 a)  
Consultation: 15 b), 1.3, 1.42-1.45  
Co-ordination: 2.20-2.23

Deferred entry: 2.16  
Determination of admission arrangements: 1.46-1.50  
Direction (local authority powers): 3.16-3.18  
Direction (local authority powers – looked after children): 3.19-3.21  
Direction (Secretary of State's powers – academies): 3.22  
Disability: 1.8, 1.9 h), 1.32 b), 2.4 c)

Equality Act: Appendix 2  
Excluded pupils: 3.9  
Excepted pupils: 2.15

Fair Access Protocols (FAP): 2.14, 3.9-3.15  
Faith based oversubscription criteria: 1.36-1.38  
Faith, schools designated with a religious character: 1.36, 1.37, 1.44 f), 1.47, 2.8, 2.9 b)  
Feeder schools: 1.9 b), 1.9 l), 1.15  
Financial contributions: 1.9 e), 1.9 n)  
Financial status: 1.9 f)  
Free school meals: 1.9 f)

Gifted and talented children: 2.17  
Governing body: 3 b), 11  
Grammar schools: 1.6, 1.9 j), 1.18-1.20

Homeless children: 3.15 d)  
Human Rights Act: Appendix 10

In-year admission/application: 2.21  
Independent school: 1.9 l)  
Infant class size: 2.15

Local authority reports: 6, 3.23  
Looked after children and previously looked after children: 1.7, 1.19-1.20, 1.23, 1.28, 1.37, 1.41 a), 2.5-2.6, 2.14, 3.12, 3.19-3.21

Medical and social need: 1.16  
Misprints in admission arrangements: 3.6  
Multiple births: 2.15 g)

National Offer Day: 15 e), 2.23 b) & c)  
Normal admissions round: 15 d), 2.1  
Nurseries: 1.9 e), 1.39B

Objections to determined admission arrangements: 7-8, 15 c), 1.49-1.50, 3.2-3.5  
Offering a place: 2.8-2.11, 2.23  
Overseas children: 2.19  
Oversubscription criteria: 1.6-1.41

Partial selection: 1.21-1.23, 1.24, 1.29  
Photographs: 1.9 o)

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Pupil Premium: 1.9 f), 1.39A, 1.39B

Racial groups: 1.8

Random allocation: 1.34-1.35

Religious character, schools designated with: 1.36, 1.37, 1.44 f), 1.47, 2.8, 2.9 b)

Refugees and asylum seekers: 3.15 c)

Relevant age group: 1.2, 1.7

School closure: 2.25

Schools Adjudicator: 3 c), 6-10, 1.3, 1.49-1.50, 3.1-3.5, 3.16-3.22

School trips: 1.8

School uniform: 1.8

Selection by ability: 1.9 d), 1.17-1.23, 3.3 a)

Selection by aptitude: 1.17, 1.24

Service children: 2.18

Service Premium: 1.9 f), 1.39A-B

Siblings: 1.9 j), 1.11-1.12

Sixth form: 1.9 m), 2.6

Social and medical need: 1.16

Special Educational Needs (SEN): 1.6, 1.8, 1.9 h), 1.30, 1.32 b), 2.4 c), 2.15 h), 3.12-3.13, 3.15 g)

Summer born children: 2.17, 2.17A, 2.17B

Supplementary Information Form (SIF): 1.40, 2.4

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Tie breaker: 1.8

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Uniform: 1.8

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Withdrawing an offer: 2.12-2.13

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