

<b>Area of non-compliance</b>	<b>Action needed</b>
Where Faith criteria is included it is not being applied correctly	Seek advice from the Strategic Lead for Admissions.
Ensuring admission policies are reviewed (determined) each year	Below is a link to the document sent to all schools regarding the annual review <a href="https://www.gloucester.anglican.org/wp-content/uploads/2020/04/Guidance-for-review-of-admissions-policy-ACTIONS-REQUIRED-1-May-2020.pdf">https://www.gloucester.anglican.org/wp-content/uploads/2020/04/Guidance-for-review-of-admissions-policy-ACTIONS-REQUIRED-1-May-2020.pdf</a>
No consultation of arrangements within past 7 years	Further advice is available from the Education Team at the DoG. <a href="https://www.gloucester.anglican.org/wp-content/uploads/2020/06/DoG-Admission-Policies-Advice-on-review-and-consultation-June-2020.pdf">https://www.gloucester.anglican.org/wp-content/uploads/2020/06/DoG-Admission-Policies-Advice-on-review-and-consultation-June-2020.pdf</a> and the Admissions Builder published by the Church of England Education Office. <a href="https://www.churchofengland.org/about/education-and-schools/admissions-arrangements">https://www.churchofengland.org/about/education-and-schools/admissions-arrangements</a>
No up to date admission policy on website	Determined admission policies should be published on school websites by March 15 <sup>th</sup> each year.
Catchment areas not clearly defined and/or maps of catchment areas not being available.	There is no need to define catchment by a map (alternatives include lists of streets and/or postcodes). However, where arrangements do include a catchment which is defined by reference to a map, this must be clearly defined and published as part of the arrangements. It is not enough to say that it is the “parish” or that a map is available in the school office or parish office. A one click link to the parish website is sufficient. Gloucestershire LA and South Glos. can provide electronic catchment area maps. For GCC schools please contact <a href="mailto:admissionpolicy@gloucestershire.gov.uk">admissionpolicy@gloucestershire.gov.uk</a> for more details of support. For South Gloucestershire please contact <a href="mailto:charlotte.johnston@southglos.gov.uk">charlotte.johnston@southglos.gov.uk</a>
No mention in admission policies which cover delayed admission or part time education;	Reference needs to be made in the admission policy that the child’s parents may choose part-time attendance or can defer entry to school but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Schools using the Admissions Builder will have OSA compliant wording automatically included.  <b>Add suggested wording</b> <b>Deferred entry for infants</b> Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.
No final tie breaker	Admission arrangements <b>must</b> include an effective, clear, and fair tiebreaker to decide between two applications that cannot otherwise be separated. Schools using the Admissions Builder will have OSA compliant wording automatically included.

	<p><b>Add suggested wording</b> <b>Tie-breaker</b></p> <p>Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school using a GIS computerised mapping system. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).</p>
<p>No timetable for organising and hearing admission appeals</p>	<p>A deadline for lodging appeals needs to be included in the policy. It should allow anyone making an appeal at least 20 school days from the date of notification that their application was unsuccessful to prepare and send their written appeal.</p> <p>Deadlines need to be reasonable for those making an appeal, so they can submit additional evidence. This will also support admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and all relevant parties.</p> <p>Those making an appeal need to receive at least 10 school days' notice of their appeal hearing. Decision letters must be sent within 5 school days of the hearing wherever possible.</p> <p><b>Add suggested wording</b> <b>Appeals Procedure</b> If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of XXXX Church of England XXXXX School within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.</p> <p>Or if you are planning to use GCC for your appeals process click on the link below</p> <p><a href="https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals/">https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals/</a></p>