



Policy Statement on Admissions Arrangements

Schools Admissions

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

[School admissions code](#)

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 following 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:

[School 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 2023 for 2024/25 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):

Next Review Date	June 2023	Version	2	Approval Date	30/06/2022
Review Cycle	Every Year	Owner	TEG	Approval Body	Trust Board

- 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

All required documents can be found on the Oxfordshire County Council website:

[School admission rules](#)