

## SCHEDULE 1

Regulation 25

### Information to be provided by the admission authority

1. The following information must be provided by an admission authority if requested by the adjudicator.
2. Details of the school's pupil numbers for the past five years, including for each year the admission number, the number admitted, the number of applications and the number of appeals.
3. Projected applicant numbers for the school for the next three years.
4. A copy of the admissions booklet for parents.
5. A copy of the determined admission arrangements for the school.
6. A copy of the minutes of the meeting at which the admission authority determined the admission arrangements.
7. If the admission authority are not the governing body of the school, the date on which the determined admission number was notified to the governing body.
8. The dates on which the objection, or as the case may be the adjudicator's consideration of the admission arrangements under section 88I, was discussed by the governing body of the school and where such discussions have been held a copy of the minutes of those discussions.

## SCHEDULE 2

Regulation 26

### Requirements of a qualifying scheme

#### General

1. A qualifying scheme must—
  - (a) ensure, so far as is reasonably practicable, that each parent in the local authority's area who makes an application on the common application form in respect of the admission of a child to a school receives a single offer of a school place under the scheme;
  - (b) ensure, so far as is reasonably practicable, in any case where a child is eligible to be granted admission to more than one school, that the child is offered admission to whichever of those schools is ranked highest on the common application form;
  - (c) require a common application form to be completed, enabling a parent in a local authority's area—
    - (i) to provide their name and address, and the name, address and date of birth of the child,
    - (ii) to apply for no fewer than three schools, whether or not any school for which an application is made is within the local authority's area,
    - (iii) to give reasons for any application;
    - (iv) to rank each application in relation to any other application;
  - (d) identify for each school to which the scheme applies whether it is the local authority or the governing body who are the admission authority;
  - (e) where the governing body who are the admission authority for such a school have made arrangements for another body to determine the order of priority under paragraph 5(b), identify that body; and

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- (f) specify that any notification of acceptance of a school place must be received by the local authority within two weeks after the date of the offer.

### **Applications made in the course of a normal admission round**

2.—(1) This paragraph specifies provisions to be made in a qualifying scheme about applications made in the course of a normal admission round.

- (2) A qualifying scheme must—
  - (a) require the common application form to be submitted to the local authority by 31st October in the offer year, in relation to applications for secondary schools, and 15th January in the offer year, in relation to applications for primary schools;
  - (b) specify how applications submitted after the dates mentioned in sub-paragraph (2)(a) will be processed;
  - (c) require a local authority to send any determination granting or refusing admission to a school to a parent on the offer date (such determination being sent on behalf of the school's governing body in any case where the local authority are not the admission authority for the school); and
  - (d) specify the dates by which each of the steps required to be taken in accordance with this Schedule is to be performed, including where the date is specified in this Schedule.

### **Applications for in-area schools**

3.—(1) This paragraph specifies provisions to be made in a qualifying scheme about applications made for a school in the area of the local authority.

- (2) The scheme must require the local authority—
  - (a) where the application is for a school for which the governing body are the admission authority, to forward details of the application, together with any supporting information provided by the parent, to the governing body or the body with whom the governing body has made arrangements under paragraph 5(b) (except where that body is the authority);
  - (b) where the application is for a school for which the local authority are the admission authority, to determine by reference to the school's admissions criteria the order of priority in which the application for the school is ranked;
  - (c) in any case where it appears to the local authority, having regard to—
    - (i) any determination made in accordance with paragraph (b), and
    - (ii) any information sent to them in accordance with paragraph 5(c),that a child in their area is eligible to be granted admission to more than one school, or is not eligible to be offered admission to any school, to determine in accordance with the provisions of the scheme whether the child is to be granted or refused admission to a school in their area;
  - (d) in any case where the local authority determine in accordance with paragraph (c) that a child is to be granted or refused admission to a school in their area for which they are not the admission authority, to notify the school's governing body of their determination;
  - (e) except where paragraph (f) applies, to send any determination granting or refusing admission to a school to the parent (such determination being sent on behalf of a school's governing body in any case where the local authority are not the admission authority for the school); and
  - (f) with regard to any application relating to a child living in a different local authority's area, to notify that local authority of their determination.

### **Additional duties on an authority relating to applications for out-of area schools**

4.—(1) This paragraph applies where a parent in the area of a local authority (“the home authority”) applies under the common application form for a school in the area of a different local authority (“the maintaining authority”).

(2) The home authority must forward details of the application to the maintaining authority, together with any supporting information provided by the parent.

(3) A qualifying scheme must—

- (a) specify that, in determining in accordance with paragraph 3(2)(c) whether the child is to be granted or refused admission to any school in the home authority’s area for which an application has also been made, that authority will have regard to any information provided by the maintaining authority as to whether the child is to be granted admission to a school within that authority’s area; and
- (b) require the home authority to send any determination granting or refusing admission to the school in the maintaining authority’s area to the parent (such determination being sent on behalf of the school’s governing body in any case where they are the admission authority for the school).

### **Duties of governing body under a qualifying scheme**

5. A qualifying scheme must require a governing body who are the admission authority for a school—

- (a) to forward to their local authority details of any applications made directly to the school in the normal admission round or as a late application, together with any supporting information provided by the parent (regardless of whether the parent making the application resides in that local authority’s area);
- (b) to determine or make arrangements for another body (including their local authority) to determine by reference to the school’s admissions criteria the order of priority in which each application for the school is ranked; and
- (c) to notify or, where arrangements have been made under sub-paragraph (b) for another body (not being their local authority) to make a determination, to arrange for that body to notify their local authority of their determination.

## SCHEDULE 3

Regulation 34

### Representative bodies or persons of the religion or religious denomination for schools designated as having a religious character

<i>Religion or religious denomination</i>	<i>Representative body or person</i>
Church of England	The appropriate diocesan authority for the diocese in which the school is situated
Greek Orthodox	The Greek Orthodox Archdiocese of Thyateira and Great Britain
Hindu	The I-Foundation
Jewish	The appropriate rabbinic authority for the school listed in Schedule 4

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<i>Religion or religious denomination</i>	<i>Representative body or person</i>
Methodist	The Methodist Connexional Team Member with responsibility for Methodist State funded Schools and Academies
Muslim	The Association of Muslim Schools UK
Quaker	The Religious Society of Friends (Quakers)
Roman Catholic	The Diocesan Bishop or the equivalent in canon law for the diocese in which the school is situated
Seventh Day Adventist	The British Union Conference of Seventh Day Adventists
Sikh	Nanaksar Thath Isher Darbar Trust

SCHEDULE 4

Schedule 3

Rabbinic Authorities

<i>Appropriate Authority</i>	<i>Rabbinic</i>	<i>School</i>	<i>Postcode</i>
The Birmingham Congregation	Hebrew	King David Primary School, Birmingham	B13 8EY
The Chief Rabbi of the United Hebrew Congregations of the British Commonwealth/United Synagogue		Brodetsky Primary School, Leeds	LS17 7TN
		Hertsmere Jewish Primary School, Radlett,	WD7 7LQ
		Ilford Jewish Primary School, Ilford	IG6 1LZ
		Independent Jewish Day School, London	NW4 2AH
		JFS, Harrow	HA3 9TE
		King David High School, Manchester	M8 5DY
		King David High School, Liverpool	L15 6UZ
		King David Infants School, Manchester	M8 6DR
		King David Junior School, Manchester	M8 5DJ
		King David Primary School, Liverpool	L15 6XH

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<i>Appropriate Authority</i>	<i>Rabbinic School</i>	<i>Postcode</i>
	King Solomon High School, Ilford,	IG6 3HB
	Mathilda Marks-Kennedy Jewish Primary School, London	NW7 3RT
	Michael Sobell Sinai School, Harrow	HA3 9UD
	Moriah Jewish Day School, Pinner	HA5 1JF
	North Cheshire Jewish Primary School, Heald Green	SK8 4RZ
	North West London Jewish Day School, London	NW6 7PP
	Rosh Pinah Jewish Primary School, Edgware	HA8 8TE
	Simon Marks Jewish Primary School, London	N16 6PD
	Wolfson Hillel Primary School, London	N14 4LG
	Yavneh College, Borehamwood	WD6 1HN
Elector Rabbis of the Jewish Secondary Schools Movement	Hasmonean High School, London	NW14 1NA
	Hasmonean Primary School, London	NW4 2PD
Golders Green Beth Hamedrash	Menorah Primary School, London	NW11 9SP
Jewish Community Schools Advisory Board	Day Akiva School, London	N3 2SY
	Clore Shalom Primary School, Shenley	WD7 9BL
	Clore Tikvah Primary School, Ilford	IG6 2JN
	Jewish Community Secondary School, New Barnet	EN4 9GE
The Lubavitch Foundation	Lubavitch Ruth Lunzer Girls Primary School, London	N16 5RP
Machzikei Hadass Synagogue, Manchester	Beis Yaakov High School, Salford	M7 4FF
	Yesoiday Hatorah School, Manchester	M25 OJW

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<i>Appropriate Authority</i>	<i>Rabbinic</i>	<i>School</i>	<i>Postcode</i>
The Union of Orthodox Hebrew Congregations		Avigdor Hirsch Torah Temimah Primary School, London	NW2 6RJ
		Menorah Foundation School, Edware	HA8 0QS
		Pardes House Primary School, London	N3 1SA
		Yesodey Hatorah Senior Girls School, London	N16 6UB
Va'ad HaChinuch, London		Beis Yaakov Primary School, London	NW9 6NQ
Va'ad HaChinuch, Manchester		Broughton Jewish Cassel Fox Primary School, Salford	M7 4RT
		Bury and Whitefield Jewish Primary School, Bury	BL9 8JT
The Dean of Talmudical College	Gateshead	Manchester Mesivta School, Prestwich	M25 0PH