



2024/25 Admissions Arrangements

Guidance for Schools

This note sets out the actions schools must undertake to support the process.

A Catholic Multi-Academy Trust is the admissions authority for all the academies within their trust. As an admissions authority the CMAT must determine the 2024/25 admission arrangements that will apply in each of their academies **by 28 February 2023**.

NRCDES has provided 2024/25 versions of the primary and secondary policies and supplementary form to each CMAT. The policies will apply for admissions into Reception Year and Year 7 for September 2024.

Two St Thomas Aquinas CMAT primaries are proposing to reduce their PAN and their Trust will be consulting on this amendment. However, there are no material changes proposed to the remainder of our primary or secondary 2024/25 admission policies or the supplementary form and therefore consultation is not required.

Therefore, St Ralph Sherwin and Our Lady of Lourdes CMAT Boards are free to formally determine both policies. St Thomas Aquinas CMAT Board may determine the secondary policy but the primary policy cannot be determined until after the consultation has been completed.

The CMAT Directors should determine the admission arrangements at a meeting of their board in the Advent Term. Schools will then be provided with a final version of the 2024/25 admission arrangements and NRCDES will liaise with the respective LA Admissions Teams and ensure they also receive a copy of the final determined arrangements. The CMAT will ensure that the admissions page of the CMAT website holds a copy of the final determined version of the policies and supplementary form **by 15 March**.

(Additional guidance on the roles and responsibilities in relation to admissions can be found at Annex 1.)

Action for schools:

- 1) Ensure that all admissions policies and links relating to previous admission years and therefore no longer in use are removed from the school website. The CMATs now have an admissions section on their websites containing the admissions policies for 2022/23 onwards and school websites should have a link to this page.
- 2) Once provided with a copy of the final determined arrangements schools **MUST** ensure that their own school website is updated **by 15 March**, to include a clear reference to where the 2024/25 arrangements can be found on the CMAT website together with the correct CMAT page link
- 3) Include the determined policy on the next LGB agenda for information purposes

Queries

If you have any concerns or are seeking further guidance please contact Julie Sweeney

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Annex 1

Roles and responsibilities

NRCDES are responsible for providing primary and secondary admissions policies for use in all the Catholic Schools in the Diocese of Nottingham. These must be used by all our schools, unamended, unless with prior approval for NRCDES. NRCDES ensures that the policies are compliant with the requirements of the School Admissions Code and provide policy support to the CMATs. NRCDES also liaises with LA Admissions Teams ensuring that they are aware of changes to policies and enlisting their support when consultation is required on new policies.

The CMAT is the admissions authority for all the academies within its Trust. The CMAT Board is required to ensure that the admissions arrangements in all the academies in the Trust are compliant with the requirements of the School Admissions Code, including ensuring that the websites of the CMAT and its academies carries all the required information and display it clearly and accessibly. The CMAT Board must also ensure that when consultation is required on new admissions arrangements that this is conducted in line with the requirements of the School Admissions Code. Finally, the CMAT Board is responsible for ensuring that admissions arrangements are approved annually before 28 February; this should be done at a Full Board meeting and be clearly minuted.

Local governing bodies are required to support the CMAT Board and NRCDES ensuring that their school website carries all the required information and when consultation is required on new policies they must ensure that parents and other local schools are aware that consultation is taking place and advise them where they can find details of the proposed new arrangements.