

## Briefing note – School Admissions policies 2025 -26 Annex 2.

### Admission information on Individual School Websites

All academies are required to publish information relating to school admission on their websites. This information should be updated by **15<sup>th</sup> March annually** and include details as follows:

#### School Admission Code

Under the School Admission Code and School Admission Appeals Code, all academies are required to publish the following information on their websites:

- a copy of their determined (or varied) admission arrangements for the whole offer year i.e. the academic year in which offers for places are made
- any intention to increase the academy's planned admission number (PAN)
- where an academy is consulting on changes to its admission arrangements, a copy of the proposed admission arrangements (including the proposed PAN) and details of the person to whom comments may be sent
- the appeals timetable.

Good practice guidance reminds us that admission arrangement should be easy to find on the website and clearly set out to ensure that interested parties (parents/carers) are able to access this information quickly.

As a minimum requirement individual WeST school websites should include:

- A brief statement of admission arrangements including details of the point of contact at the school.

Please include: The admission arrangements detailed on this webpage apply to **Your school name here** Westcountry Schools Trust (WestT) are the Admission Authority.

- Contact details for the LA admission authority including links to LA website
- Policy documents (or links to individual policy documents)

In March 2024 policy documents for the following periods should be available on school websites:

- Policy 2023/24 – relating to current year admission arrangements including in year admissions.
- Policy 2024/25 – relating to admission arrangements for next academic year.
- Policy 2025/26 – relates to admission arrangements for future intake and required as specified in the School Admission Arrangements code of Practice.

Please include a statement to signpost the appeals arrangements that are detailed in the policy.

- School contact details

The above information details the minimum requirements and individual schools may choose to include additional information relevant to admission arrangements on this webpage such as arranging for school visits, home school agreements, other statements relevant to the individual school.