1. To carryout functions set out in the Code specifically for local authorities and no other body.

(References are to the 2014 School Admissions Code - December 2014)

1. logging Published Admission Number (PAN) increases (paragraph 1.4)
2. consulting 'Own Admissions Authorities' ('OAAs') and responding to their consultations by 1 March (paragraphs 1.42 – 1.45)
3. receiving determined arrangements from OAAs by 1 March (paragraph 1.44)
4. publish admission arrangements for new schools and academies by 15 March (paragraph 1.49)
5. make any necessary objections by 15 May (paragraph 1.50)
6. publish composite prospectus by 12 September and keep it up to date (paragraph 1.51)
7. provide a common application form (CAF) (paragraph 2.1)
8. receive all CAF's and pass on applications to other relevant local authorities (paragraph 2.3)
9. maintain a list of offers, including withdrawn offers (paragraphs 2.10, 2.11, 2.12, and 2.13)
10. send notifications of all offers to parents (2.10) on the statutory national offer day (paragraph 2.23)
11. offer a place to every child – in a preferred school if possible (paragraph 2.11)
12. consult on and publish a coordination scheme by 1 January and inform the Secretary of State by 28 February (paragraph 2.20)
13. must in the composite prospectus refer to how in year applications can be made (paragraph 2.21)
14. must in the composite prospectus refer to how parents can find out where there are available places (paragraph 2.21)
15. Log notification from OAAs of in year applications. The admission authority must inform parents of their right to appeal (paragraph 2.22)
16. Collaborate with all local schools to deal with the fall-out of the closure of a school (paragraph 2.25)

q) Must refer an objection if they know or suspect that an OAA's arrangements

are unlawful by 15 May (paragraphs 3.2 and 3.5)

1. must have Fair Access Protocol agreed with the majority of schools in its area (paragraph 3.9)
2. deal with referrals from OAAs where a child with challenging behaviour is not admitted (paragraph 3.12)
3. exercise powers of direction to admit or seek Secretary of State direction to admit (paragraphs 3.16 to 3.22)
4. To provide a report for the Office of the Schools Adjudicator and publish this by 30 June each year (mandatory)
5. produce an annual report for the Office of the Schools Adjudicator on admissions (paragraphs 3.23)
6. To carry out specific functions set out in the code and otherwise, on behalf of looked-after children and children who have been looked after
7. express a school preference on behalf of looked-after children, and to ensure that these preferences are dealt with properly (corporate parent role)
8. ensure that all admission arrangements relevant to children in care (looked after and previously looked after) comply with the Code (paragraph 1.7)
9. exercise powers of direction to admit or seek Secretary of State direction to admit (paragraphs 3.19 to 3.22)
10. To act as an admission's authority

The general duties of admissions authorities are set out throughout the School Admissions Code (December 2014)

4. To work with other admissions authorities to ensure that they operate lawfully

1. **must** refer an objection to the schools adjudicator if they know or suspect that an OAA's are unlawful by 15 May (paragraphs 3.2 and 3.5)
2. **must** take action by referring a case to the Office of the Schools Adjudicator or Secretary of State if any admission authority operates its admissions arrangements unlawfully or fails to comply with a direction (paragraphs 3.16 to 3.21)