

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

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

- a) logging Published Admission Number (PAN) increases (paragraph 1.4)
- b) consulting 'Own Admissions Authorities' ('OAAs') and responding to their consultations by 1 March (paragraphs 1.42 – 1.45)
- c) receiving determined arrangements from OAAs by 1 March (paragraph 1.44)
- d) publish admission arrangements for new schools and academies by 15 March (paragraph 1.49)
- e) make any necessary objections by 15 May (paragraph 1.50)
- f) publish composite prospectus by 12 September and keep it up to date (paragraph 1.51)
- g) provide a common application form (CAF) (paragraph 2.1)
- h) receive all CAF's and pass on applications to other relevant local authorities (paragraph 2.3)
- i) maintain a list of offers, including withdrawn offers (paragraphs 2.10, 2.11, 2.12, and 2.13)
- j) send notifications of all offers to parents (2.10) on the statutory national offer day (paragraph 2.23)
- k) offer a place to every child – in a preferred school if possible (paragraph 2.11)
- l) consult on and publish a coordination scheme by 1 January and inform the Secretary of State by 28 February (paragraph 2.20)
- m) must in the composite prospectus refer to how in year applications can be made (paragraph 2.21)
- n) must in the composite prospectus refer to how parents can find out where there are available places (paragraph 2.21)
- o) Log notification from OAAs of in year applications. The admission authority must inform parents of their right to appeal (paragraph 2.22)
- p) 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)
- r) must have Fair Access Protocol agreed with the majority of schools in its area (paragraph 3.9)
- s) deal with referrals from OAAs where a child with challenging behaviour is not admitted (paragraph 3.12)
- t) exercise powers of direction to admit or seek Secretary of State direction to admit (paragraphs 3.16 to 3.22)
- u) To provide a report for the Office of the Schools Adjudicator and publish this by 30 June each year (mandatory)

### 2. 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

- a) express a school preference on behalf of looked-after children, and to ensure that these preferences are dealt with properly (corporate parent role)
- b) ensure that all admission arrangements relevant to children in care (looked after and previously looked after) comply with the Code (paragraph 1.7)
- c) exercise powers of direction to admit or seek Secretary of State direction to admit (paragraphs 3.19 to 3.22)

### 3. 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

- a) **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)
- b) **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)