



ARDEN

Academy Trust

Arden Academy (Arden) is an academy maintained by Arden Multi Academy Trust

Name of Policy	Admissions Policy	
Lead	Mr N Burke, Deputy Headteacher	
Governor Committee	Behaviour, Safety, Inclusion & Intervention Committee	
Policy Status	Draft	January 2018
	Awaiting Governor Approval	No
	Governor Approved	20 th October 2025
Version No.	3	
Review Frequency	1 year	
Next Review	Autumn term 2026	
Reviewed	21.01.2019 – change to Lead	
	September 2020 – no changes	
	November 2021 – no changes	
	November 2022 – no changes	
	Autumn 2023 – no changes	
	Autumn 2024 – no changes	
	Autumn 2025 – no changes	

PURPOSE & AIMS

Arden is a truly exceptional school at the heart of the community and the peak of academic excellence. An academy, situated just minutes of Junction 5 of the M42 and only 3 miles from the town of Solihull, visitors are astounded by our confident and articulate pupils. The warmth and trust between teachers and students is exemplary as is the constant drive to achieve maximum personal and academic potential. The school sets out to serve the whole of our community. We welcome children from all sections of the community and we celebrate a diverse and richly cultured school community.

LEGISLATION AND GUIDANCE

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code

<https://www.gov.uk/government/publications/school-admissions-code--2>

- School Admission Appeals Code

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

ADMISSION ARRANGEMENTS

Our determined Admission Arrangements are published and available to view on the school website:

[Arden Academy - Admissions](#)

ROLES AND RESPONSIBILITIES

ADMISSIONS OFFICER

- To liaise between the Local Authority and Arden's Admissions Committee for decisions regarding applications made for school places in years 7-11. Sixth Form admissions are processed by the Head of Sixth Form.

ADMISSIONS COMMITTEE

- Responsible for decisions regarding applications for years 7-11 in line with Arden's published Admission Arrangements.

GOVERNORS

- Supporting and overseeing the admissions procedure
- Ratifying decisions regarding changes to the Admission Arrangements for implementation
- Ensuring the admissions procedure complies with legislation and Local Authority procedures

ASSOCIATE HEADTEACHER

- Implementing the admissions decisions of the Admissions Committee
- Consulting with representative(s) of the Governing Body and Local Authority where necessary.

LOCAL AUTHORITY

- Centrally managing and co-ordinating the applications process including issuing the required forms
- Notifying the school of applications and admissions within the annual cycle
- Notifying the school of applications for admissions outside of the annual cycle
- Managing waiting lists in strict order of priority, against the over-subscription criteria.

More information and the necessary forms can be found at www.solihull.gov.uk/admissions.

MONITORING ARRANGEMENTS

This policy will be reviewed by the BSII Sub Committee.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

INCLUSION

The Governing Body recognises its duty to comply with protocols to provide fair access and inclusion to pupils:

- with special educational needs
- from a variety of cultural backgrounds or
- who need a school place because they have missed, or are at risk of missing, education.