

**ADMISSIONS**

**POLICY**

# **SIR GRAHAM BALFOUR POLICIES AND PROCEDURES**

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## **CHANGE CONTROL**

Date	Issue	Details of change
25/10/06	0.a	Initial Draft
28/11/06	1.0	Issue etc. updated following Governor approval

## **AUTHORISATION**

Approved at Full Governors Meeting on 27<sup>th</sup> November 2006.

Signed:

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Chair of Governors

Date

# **SIR GRAHAM BALFOUR POLICIES AND PROCEDURES**

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## **INTRODUCTION**

This document formally documents the way in which pupil admissions to Sir Graham Balfour School are controlled.

## **AIM**

The aim of this document is to ensure the following:

- Pupils are admitted to Sir Graham Balfour School in accordance with statutory requirements.
- The number of pupils to be admitted to the school in any particular academic year are agreed with the appropriate authority.

## **POLICY**

The Local Authority has a statutory duty to consult with and agree admission arrangements for all community and voluntary controlled schools for any particular academic year within agreed government define timescales. This includes both the Published Admissions Number (PAN) and the way in which individual places, both within the PAN and where oversubscription occurs, are allocated.

In discharging this responsibility the Local Authority, within appropriate timeframes, provides the necessary documentation for consideration by the Full Governing Body of all schools for which they have admissions responsibility.

When presented with this documentation the Sir Graham Balfour Governing Body gives due consideration to the information therein and gives their considered comments for consideration by the Local Authority.

The resulting final Local Authority documented process is then adopted as the Admissions Policy for Sir Graham Balfour School.

## **MONITORING and EVALUATION**

This policy will be monitored and evaluated by the Full Governing Body as part of the Local Authority consultation admission documents review process mentioned above.