

1. School Admission 2018 Onwards: Capped Admission Number

- 1.1 At the point of first-time admission, if there are more requests for in catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances (see point 2.8).

2. Exceeding the Admission Number (AN)

- 2.1 If there are more requests for places than available within the AN, places will be allocated up to the AN in accordance with the priority criteria. All other outstanding requests will be refused subject to the provisions relating to exceptional circumstances (see point 2.8).
- 2.2 For applications made outside of the normal admissions round (e.g. mid-term applications) where the AN has been reached, applications will be refused, subject to point 2.8.
- 2.3 In certain exceptional circumstances the Trust may determine that the AN can be exceeded or varied, whether on its own initiative or at the request of the Headteacher. In such circumstances:
- a) Parents submit their application in the usual manner.
 - b) Where the school wishes to exceed its admission number to accommodate exceptional circumstances the Trust will inform the Admissions Service.
- 2.4 Where the decision to exceed or vary the AN is made before or during the allocation of places, applications will be processed in the usual manner, with on-time applications being considered first, in line with the priority criteria at paragraph (see 6.1) and late applications being considered thereafter, if there are still places available after the initial allocation.
- 2.5 Where the decision to exceed or vary the AN is made after the allocation of places, any additional places that become available will be allocated in accordance with the waiting list. Discretion to exceed the AN shall rest solely with DSAT.
- 2.7 In reaching any decision to exceed the AN, DSAT will consider the views of interested parties; the school's Advisory Board, the impact on the education of children in the school and discuss with the Local Authority the availability of school places within the locality.
- 2.8 For the purpose of this section, exceptional circumstances may include but are not limited to:
- a) the admission of children residing within the catchment area and the availability of places in the wider locality;
 - b) the admission of children who would have siblings in the school.

