



# Glossary

**Admissions Authority**-the body responsible for setting and applying a school's admission arrangements.

**Admission Arrangements**-the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places.

**Admissions Criteria**-used only when the school is oversubscribed to assess which children will be offered a place.

**Admission Forum**-a statutory local body who co-ordinates the effectiveness and equity of local admission arrangements. Representatives from admission authorities, dioceses, the local community, parent governors and academies.

**Admission number or PAN**-the number of school places offered in each relevant age group of a school.

**Banding**-where all children applying for a place at a banding school are placed in ability bands based on their performance in a test or other assessment. Places are allocated so that the school's intake either reflects the ability profile of those children who apply to the school.

**Catchment Area**-a geographical area from which children may be offered priority for admission to a school.

**Children in public care or LAC**-Children in the care of local authorities.

**Common Application Form**-the form parents complete and submit to LA listing their preferred choices of school. Parents can express a preference or a minimum of 3 schools.

**Infant Class Size Limit**-the schools standards and framework act 1998 requires children aged 5, 6 and 7 to be taught in classes of no more than 30.

**National Offer Date**-the date which local authorities are required to send the offer of a school place to all parents of secondary/middle/primary pupils in the area. Usually the 1st March each year or the next working day.

**School Adjudicator**-a statutory officer who is appointed by the Sec of State for education and skills but independent of him. The adjudicator decides on objections to published admission arrangements and variations determined admission arrangements. Under the supervision of the council on tribunals.

**Waiting Lists**-a list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published over-subscription criteria. Places must be allocated in accordance with school's published admission arrangements.