



## **2025/26 Admissions Arrangements**

### **Guidance for Academies**

This note sets out the actions academies must undertake to support the process.

A Catholic Multi-Academy Trust is the admissions authority for all the academies within their trust. As an admissions authority the CMAT must determine the 2025/26 admission arrangements that will apply in each of their academies **by 28 February 2024**.

NRCDES has provided 2025/26 versions of the primary and secondary policies and supplementary form to each CMAT. The policies will apply for admissions into Reception Year and Year 7 for September 2025.

All CMATs have at least one policy that they will need to consult on this year and CMATs will be advised separately on these policies.

After the policies have been consulted upon for 6 weeks and any resultant actions agreed by NRCDES, the policies will need determining by the CMAT Board of Directors.

The CMAT directors should determine the admission arrangements at a meeting of their board following consultation end and before 28 February. Academies will then be provided with a final version of the 2025/26 admission arrangements for their information by their trust and NRCDES will liaise with the respective LA Admissions Teams and ensure they also receive a copy of the final determined arrangements.

The CMAT will ensure that the admissions page of the CMAT website holds a copy of the final determined version of the policies and supplementary form **by 15 March**.

(Additional guidance on the roles and responsibilities in relation to admissions can be found at Annex 1.)

### **Action for academies:**

- 1) Ensure that all admissions policies, supplementary forms and links relating to previous admission years and therefore no longer in use are removed from the academy website. The CMATs now have an admissions section on their websites containing the admissions policies and supplementary forms for 2023/24 onwards and academy websites should have a link to this page.
- 2) Once provided with a copy of the final determined arrangements academies **MUST** ensure that their own website is updated **by 15 March** to include a clear reference to where the 2025/26 arrangements can be found on the CMAT website together with the correct CMAT page link
- 3) Include the determined policy on the next LGB agenda for information purposes

### **Queries**

If you have any concerns or are seeking further guidance please contact Julie Sweeney

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## **Annex 1**

### **Roles and responsibilities**

**NRCDES** are responsible for providing primary and secondary admissions policies for use in all the Catholic academies within the Diocese of Nottingham. NRCDES ensures that the policies are compliant with the requirements of the School Admissions Code and provide policy support to the CMATs. NRCDES also liaises with LA Admissions Teams ensuring that they are aware of changes to policies and enlists their support when consultation is required on new policies.

The **CMAT** is the admissions authority for all the academies within its Trust. The CMAT Board is required to ensure that the admissions arrangements in all the academies in the Trust are compliant with the requirements of the School Admissions Code, including ensuring that the websites of the CMAT and its academies carries all the required information and display it clearly and accessibly. The CMAT Board must also ensure that when consultation is required on new admissions arrangements that this is conducted in line with the requirements of the School Admissions Code. Finally, the CMAT Board is responsible for ensuring that admissions arrangements are approved annually before 28 February; this should be done at a Full Board meeting and be clearly minuted.

**Local governing bodies** are required to support the CMAT Board and NRCDES ensuring that their academy website carries all the required information and when consultation is required on new policies they must ensure that parents and other local schools are aware that consultation is taking place and advise them where they can find details of the proposed new arrangements.