

## Glossary and Definitions – Appendix A

<b>The 'normal' admissions-round</b>	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications being, 15 January for primary places (and 31 October for secondary) and subsequent offers made to parents on National Offer Day
<b>In-Year admission application</b>	A school admission application submitted for a place required during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
<b>Home Local Authority</b>	A child's home local authority is the local authority in whose area the child resides.
<b>Maintaining Local Authority</b>	The area in which a school is located is referred to as the maintaining local authority.
<b>Academy</b>	A State funded school in England, set up as a non-profit making charitable Trust, which is independent of local authority control and funded directly via the Education Funding Agency.
<b>Admission Authority</b>	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.
<b>Admission Arrangements</b>	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
<b>Published Admission Number – (PAN)</b>	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
<b>Admission Limit</b>	A non-statutory limit applying to year groups other than the year(s) of entry which indicates the number of places that can be offered, usually determined in accordance with the level of resource available
<b>Common Application Form (CAF)</b>	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions- round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
<b>Composite prospectus</b>	The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).