

**Subject:** Admissions Builder – Church of England web tool

**From:** Bob Garrard, Schools Admissions Adviser

**Date:** 19/01/2021

**For:** To Headteachers and Chairs of Governors of  
diocesan VA schools and academies

**Reference:** ADM 2/20-21

---

## ADMISSIONS BUILDER – Church of England web tool

I am pleased to be able to let you know about an exciting new admissions tool that has been released by the Church of England.

The **Admissions Builder** web tool has been developed by the Church of England Education Office to help schools review their admissions arrangements, ensure that they are fully compliant with the School Admissions Code, as well as take into account any guidance from the Church of England.

Individual schools can now access the weblink on the Church of England's website at <https://www.churchofengland.org/more/education-and-schools/admissions-arrangements>.

In order to log in as a school, you will need your URN. You will also need to have to hand some of your admissions data to enable you to work through the tool. At the end of the process, you will be able to print off an editable admissions policy for your school which will allow you to include more specifically local elements or modify wording where necessary.

You will see that you have to work through each section, including all the required fields, before being able to move to the next one. It was felt this was the best and most logical way to help schools and Governors ensure that all the key areas are covered.

Admissions Builder focuses on the most frequent issues encountered during admissions work and does not provide an exhaustive kind of manual for all the possible permutations the Admissions Code permits. It will allow you to rank your oversubscription criteria, and there is the facility to include your school logo and a map of your catchment area if you have one.

It has taken into account matters that have come to light during the huge task of seeking the COVID-19 Variation and made some choices for the default settings in some of the sections as well.

**The most important aspect of this tool is the questions it asks governors to think about and the reminders about the nature and purpose of a Church of England school.**

We are asked to treat this first year as a pilot phase: a vast amount of work has gone into the design and functionality of the tool but it is inevitable that there will be minor snags and potentially some textual errors. Please send me the details of any that you spot so that I can pass these on to the national team. It may also be the case that you have significant suggestions for improving Admissions Builder. Please send me those too so that I can pass them on as well. All feedback is welcome if we are to make this a really useful tool for schools and governors.

If you wish to carry out a trial run first, the simplest way to learn how things work is to enter dummy data, and you can insert any data in the fields for school logo and catchment area downloads. I appreciate that this means schools will have to generate their PDF after a whole input session, rather than building it up a section at a time, saving it and coming back to it later. An example of a policy generated by the web tool is attached with this briefing note.

**I would like to encourage governors to try out the tool, especially if your school has yet to determine its policy for 2022/23. If you have already determined your policy, it will be useful in launching your review of arrangements for 2023/24.**

**Bob Garrard**

**School Admissions Adviser**

Email: [rgarrard@stalbans.anglican.org](mailto:rgarrard@stalbans.anglican.org)

Telephone: 07895 176572