

ADMISSIONS AND TRANSFERS (SCHOOLS) INTERNAL CONTROL QUESTIONNAIRE

Introduction

The ICQ below looks at the admissions and transfers process for primary and secondary schools within the UK. The Pupil Support Unit (PSU) referred to in this ICQ deals with admissions and transfers within the Council.

Question	Yes	No	N/A	Comments
General <ul style="list-style-type: none"> • What is the departmental structure of the PSU? • How long is the admissions and transfers process? • What are the closing dates for the admissions and transfers process? • Is this publicized? • How do you know which school the child wants to attend? • Is there a processing timetable for the department? • What information is provided to parents? • Does this information give deadlines? • Who has to sign the admissions forms? • Where a parent indicates a preference for a school is there a section, which has to be completed stating the reason for this preference? • What criteria is adopted for allocation of students to schools (i.e. catchment area, siblings, distance etc.)? • Does the PSU send out letters to parents regarding the receipt of admissions forms? • Do they inform parents about the progress of their applications? • Do the schools have planned admissions limits? • How is this used in the assessment criteria? • Is information regarding the admissions process provided to parents on the Internet? 				
Appeals <ul style="list-style-type: none"> • Are there written guidelines for appeals? • Is there a nominated officer responsible for appeals? • How long are parents given to complete appeals forms? 				

<ul style="list-style-type: none"> • Is a statement provided as to why the child was refused admission? • Who makes the arrangements for the hearing? • Who sits on the panel? • Can appeals be in writing or are they oral? • What is the format of the hearing? • How are parents informed of the decision? • Are details and results logged in a spreadsheet within PSU? 				
Database Management				
<ul style="list-style-type: none"> • What types of database checks are undertaken? • Are records of reports produced held? 				
Management Information				
<ul style="list-style-type: none"> • What type of management information is produced? 				
IT Security/Disaster Recovery				
<ul style="list-style-type: none"> • Are back ups undertaken on a regular basis? • Is there a disaster recovery plan in the event of IT failure? • Has it been tested? • Are access permissions set up for the system? • Is access to the system protected by passwords? 				