

Admission Policy Builder

School Administration

Document type: Policy · Generated 29 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts an admission policy — eligibility and age criteria, seat matrix including RTE 25%, sibling/staff/other preferences, selection basis, fee and refund, and transparency — so admissions are fair, defensible and compliant. Use it to publish an admission policy. For RTE specifics use the RTE 25% Admission Management tool.

Purpose of this tool & output

A fair, transparent, compliant admission policy

How the output is used

Adopt a fair, transparent and compliant admission policy on criteria, process and priority.

Who receives it

Approved by management/the board; applied by the admissions team and published to parents.

Important cautions

Admission rules (RTE 25%, age, screening bans, capitation ban) vary by state and are enforced; publish a transparent, compliant policy and confirm current state rules.

Companion documents

- Admission Process & SOP
- RTE 25% Admission Management
- Admissions Marketing Campaign
- Enquiry-to-Admission Conversion
- Prospectus & Admission Kit Builder
- Open House / School Tour Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.