



# Admissions Policy 2022/23 - Oxfordshire

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## **Admissions Policy - Primary Schools, Oxfordshire 2022/23**

***\*\* Please note this policy has been amended in accordance to new code of Admissions - September 2021 - all changes are made in green italic's \*\****

### **Introduction**

This policy has been written on behalf of all The White Horse Federation (TWHF) Schools. Applications to attend any TWHF Schools are welcomed from all families. As the Federation is a Multi Academy Trust, the Directors of the trust are responsible for their own Admission Policy and arrangements are in line with the Admissions Code of Practice and the Local Authority's Admissions Schemes.

### **Timing of Admission**

Pupils will normally be admitted at age four in the September of the school year during which they reach their fifth birthday. The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

In recognition of the fact that some parents will feel their child is simply not ready to start school in the September following their fourth birthday, there is flexibility in the admissions code. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. In addition, a parent is able to request that their child is admitted outside of their normal age group.

The Admissions Code requires the admission authority of TWHF schools to make the decision, and is clear that admission authorities must make decisions on the basis of the circumstances of each case. It would be unlawful for an admission authority to have a blanket policy which says that summer born children who start school in the September after their fifth birthday will be admitted to year 1. TWHF Academy Trust is the admission authority for its academies and free schools.

If a summer born child begins school in the September after their fifth birthday, this is the point at which other children in their age group are moving from the reception class to year 1. A reception class is defined by section 142 of the School Standards and Framework Act 1998 as a class in which education is provided which is suitable for children aged five and any children under or over five who is it is expedient to educate with pupils of that age. In addition, the glossary to the admissions code refers to a reception class as 'an entry class to primary schools'. There are no statutory barriers to admitting a child of 5 years to a reception class.

The law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group. Special educational needs are just one of a number of reasons why a child may be educated outside their normal year group. Parents should discuss this as soon as possible with the schools they are interested in applying for within TWHF. Parents should make it

clear that they wish to apply for a reception place a year later than the year into which the child could have been admitted.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place.

In the case of foundation and voluntary aided schools, academies and free schools, parents should make a complaint under the school's complaints procedure - because the governing body or academy trust is the admission authority.

### Timing of Applications

All Primary Schools in Oxfordshire are required to participate in the Oxfordshire co-ordinated admissions scheme and Oxfordshire Local Authority (LA) has set up a standard common application form for all schools.

### Important dates for admission to TWHF SCHOOLS in September 2022:

For Children Born between	1 <sup>st</sup> September 2017 and 31 <sup>st</sup> August 2018
01/09/2021	Applications can be made
15/01/2022	Deadline for on time applications
19/04/2022	Offers made to Oxfordshire residents
29/04/2022	Deadline for parents to accept place

### Late Applications

Applications received after the closing date given above will be considered as late applications. This means that they will be considered after all on-time applications have been considered.

### Over-Subscriptions Criteria for the White Horse Federation Oxfordshire Schools

*The Published Admission number (PAN) applies to the relevant year group for Admission in September 2022-2023*

School Name	PAN
Southwold Primary & Nursery School	45 (proposed in consultation)
Gaglebrook Primary School	30
West Kidlington Primary & Nursery School	60

### **Primary School over subscriptions**

In all admissions cases, all applications will be agreed until the admission number is reached. Unfortunately, there may be occasions where a year group is over-subscribed and in these circumstances a set procedure will be followed to ensure places are allocated fairly. All applications will be ranked in order of the oversubscription criteria in these cases.

The oversubscription criteria is as follows:

**A child who has a statement of special educational need or an Education Health and Care Plan is required to be admitted to the school.**

#### **Priority 1.**

*A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22(1) of the Children Act 1989)*

*90 An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) A "child arrangements order" is an order settling the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians)*

#### **Priority 2.**

Any child who has a sibling attending the same TWHF School at the time he or she is due to be admitted, this does not apply to admission to Whitelands Academy, when a child is moving from Primary to Secondary School. A child who attends a TWHF Primary School does not have an automatic entitlement to attend Whitelands Academy. This also does not include any younger siblings in a WHF nursery setting.

#### **Priority 3.**

*Any child of a member of staff employed by The White Horse Federation for two or more year at the time of application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. The family unit must live within the Local Authority area for the school being applied for. This includes step children, foster children and children of co-habiting partners. (Please complete Appendix 1 - supplementary information)*

#### **Priority 4.**

Any child living within the school's catchment area (details available from the School and LA)

## Priority 5.

Any child other than those falling in category 1-4 above.

### Decider

**(The straight line distance calculated by OCC)**

For admissions purposes for all schools where the LA is the Admissions Authority for the school that have adopted the LA's measuring system, the straight line distance from the home to school will be calculated. The start point of the measurement is the "seed point" of the home address. The "seed 7 point" is provided by the Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the Bristol Coordinate System (Easting/Northing). It is possible to move the location of an individual seed point, but this is not necessary for most addresses in Oxfordshire and surrounding areas. The end point of the straight line distance will be determined by the Admission Authority for each school. Where the LA is not the Admissions Authority, the relevant Admissions Authority will provide the determined end point to the LA. The calculation of the distance will be made in meters using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to 3 decimal places. For address outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via [www.getlatlong.net](http://www.getlatlong.net). A straight line distance will then be calculated to the end point of the school in statute miles using [www.nhc.noaa.gov/gccalc.shtml](http://www.nhc.noaa.gov/gccalc.shtml)

### Decider

If the distance "tie break" produces an identical result for two or more applicants and these applicants live at different addresses and are not children of a multiple birth, the LA will use random allocation to determine who will be offered a place.

## Definitions and Details

### **Children with Special Educational Needs/Education Health and Care Plans**

Pupils with a statement of special educational needs or Education Health and Care Plans are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

### **Looked After Children**

*A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in*

*the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22(1) of the Children Act 1989)*

*90 An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) A "child arrangements order" is an order settling the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians)*

### **Sibling**

A sibling is defined as a child attending the preferred school at the same time as he or she is due to be admitted, who is a;

- Brother or sister
- Half brother or sister
- Adopted brother or sister
- Step brother or sister, or
- The child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Where the sibling of the child making the application is under assessment for a Statement of Special Educational Needs or Education Health and Care Plan, then they will be counted as a sibling from the time that the school is named on the final plan.

### **Multiple Births**

If necessary, the school will admit over its PAN to accommodate siblings born at the same time (e.g. twins, triplets etc.) In such cases the school can admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class size must not contain more than 30 pupils with a single school teacher, however, additional children may be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code, twins and children from multiple births are classed as "excepted pupils" to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), the offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **Children of Serving Armed Forces Personnel**

When service families are moving to the area the LA will accept their application and allocate a place for children in advance of the families' arrival. Parents of other children applying for places may then need to be advised that the school is full. Below is the guidance outlined in paragraph 7.28 of the Code of Practice:

**7.28- Children of UK Service personnel and other Crown servants (including Diplomats)**  
*These families are subject to frequent movement within the UK and from abroad, often at relatively short notice. LEAs and school admission authorities should ensure that the needs of the children of these families are taken into account. Although they are not allowed to reserve places for blocks of these children, admission authorities may*

accept applications from parents returning to their area some months in advance and may allocate a school place.

### **Children of Staff**

*Children of staff are defined as employees being on the permanent payroll of The White Horse Federation as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes step children, foster children and children of co-habiting partners living as a family unit. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 1)*

### **Supplementary Information Form**

The LA Admission form will be used as the only application form for TWHF Primary Schools. No supplementary information will be required with the exception of information relation to priority 3. See appendix 1.

### **Catchment Area**

A catchment area is a geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by two or more schools.

### **Home Address**

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address where the child Tax Credit / child benefit is paid will be taken as the child's home address. Evidence may be required in this instance.

### **Nurseries**

Where a Nursery department is in place; children will be admitted to the Nursery Department during the term following their 3<sup>rd</sup> birthday or in the September following their 3<sup>rd</sup> birthday. The exact age of admission however is determined by the availability of place.

Children may be registered for the Nursery in year in which they are 3. The number of Nursery place at:

<b>School Name</b>	<b>Nursery Planned Admissions</b>
Southwold Primary & Nursery School	26
Gaglebrook Primary School	26
West Kidlington Primary & Nursery School	60

*Where applications for admission to Nursery exceed the number of places available, the above criteria for admissions will be applied. In the event of over-subscription when the above criteria have been applied, priority will be given to the eldest applicant.*

**Please note that the parents whose children go to nursery must complete a Primary Common application form for their Reception application to be valid.**

*Placement in a Nursery setting does not give your child automatic entry in to Reception class. All applications for entry to Reception class will be considered in line with the deadline for entry submissions (see above).*

## **2 Year-Old Provision**

A 2-year-old provision, for children who qualify to receive the Early Education Entitlement, is available at the following premises:

<b>School Name</b>	<b>Nursery Planned Admissions</b>
Southwold Primary & Nursery School	16

We welcome pupils with special education needs and disabilities, however due to the nature and layouts of the premises and provisions of the above school, every application to the 2-year-old provision will be assessed individually to ensure the medical, physical and emotional needs of the child can be met. The school will comply with their obligations under the Equality Act 2010.

## **Applications at Other Times of the Year (In-Year Applications)**

For the academic year 2022/23, TWHF will use OCC as its agent to process application for in year admissions. Applications to be admitted to a WHF school outside of the normal admissions rounds can be made directly to OCC. On receipt of an in-year application, OCC on behalf of TWHF will process the application within the timescales published in their co-ordinated in year admissions scheme, in accordance with the oversubscription criteria and Published Admission Number. OCC, on behalf of TWHF will notify the parent/carer and the school of the outcome by a decision letter. Parents/carers applying for places in an oversubscribed year group will be informed of their right of appeal.

For more information please follow the below link for further guidance:

[www.oxfordshire.gov.uk/sites/default/files/file/admission-policies/OCC\\_Determined\\_In-Year\\_Admissions\\_Scheme\\_2022-23.pdf](http://www.oxfordshire.gov.uk/sites/default/files/file/admission-policies/OCC_Determined_In-Year_Admissions_Scheme_2022-23.pdf)

And to apply for an in year transfer to a WHF School within OCC please follow this link:

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school)

### **Waiting Lists**

Where a place at a TWHF school cannot be offered, the child will be placed on a waiting list. Where an application is received the child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. However, this does not include an appeal against placing a child out of their year group. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against any decision made by the governors regarding the admission of their child. Information about the appeal procedure will be provided where a place at a TWHF school has been refused. Applicants should contact the Admissions Team at OCC.

### **Objections to these Admission Arrangements**

Objections to these admission arrangements can be made to the Schools Adjudicator whose decision is binding and enforceable. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator: <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

**Appendix 1**

**Supplementary Information Form (SIF)**

**Applications for Admission to a WHF School**

This supplementary information must be completed in addition to the school admission form.

Child's Name: .....

Home Address:

.....  
.....  
.....  
.....  
.....

Parent/Carers Name & Address (if different to above):

.....  
.....  
.....  
.....

**Ref: Priority 3**

Name of TWHF Staff member: .....

Name of WHF School or Office employed at:

.....

Relationship to child:

.....

Date of commencement of employment with TWHF:

.....

Is the member of staff meeting a clear skills shortage at a TWHF school? Yes / No  
If yes, what is the skill being provided?

.....