
RESPONSIBLE PERSON(S):	CHIEF EXECUTIVE HEADTEACHER John Mason School HEADTEACHER Rush Common School HEADTEACHER Fitzharrys School
CURRENT VERSION:	001
DATE APPROVED:	07/12/2018
REVIEW CYCLE:	12 MONTHS
NEXT REVIEW DATE:	BEFORE MAY 2019, THEN ANNUALLY

REVIEW

The Board of Trustees have reviewed and agreed this policy in accordance with the legal requirements and/or recommendations of good practice.

Having agreed the policy, the Trustees undertake to review or amended the policy if the:

- Government or local authority, i.e. Oxfordshire County Council, produce new or revised regulations and/or guidance;
- Trust identifies and recommends changes which will serve to improve the policy, support the implementation of the policy and/or the related policy processes.

APPROVED BY THE BOARD OF TRUSTEES

Chair of Trustees:	Jonathan Hopkins	Signature:	<i>Jonathan Hopkins</i>
Chief Executive:	Fiona Hammans	Signature:	<i>Fiona Hammans</i>

RESPONSIBLE BODY

Within this policy "responsible body" means the Trust and/or Trustees of the Abingdon Learning Trust. The responsible body will endeavour to ensure that the level of related training, support, financial and non-financial resources are adequate to fulfil the responsible body's functions in respect of this policy.

RESPONSIBLE PERSONS

The responsible persons accept the responsibility and accountability, delegated to them by the responsible body, and undertake to ensure adherence to, and the implementation of this policy and associated plans.

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1.0 INTRODUCTION

The responsible body is responsible for setting the Admission Arrangements for all of its schools.

In accordance with legal requirements children who have an Education Health and Care Plan (EHCP) which names one of the responsible body's schools, the pupil will be admitted to the named school. In addition, those children who have a Statement of Special Educational Needs that names one of the responsible body's schools, in Part 4 of that Statement, will also be admitted to the named school.

2.0 ADMISSION CRITERIA

The admission criteria for the responsible body's school is, in descending order of priority, detailed below.

1. Children who are 'looked after' by a Local Authority (LA) within the meaning of Section 22 of the Children Act 1989 at the time of their application and 'previously looked after' children³. The term 'previously looked after children' refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order⁴ or special guardianship order⁵).
2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
3. (a) Children living in the designated area of the school with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in category 3(a), priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System.

(b) Children living in the designated area of the school. If there are more applicants than places in category 3(b), priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System.
4. Children living outside the designated area who will have a brother or sister on roll at the time of application who will still be attending at the time of entry. If there are more applicants than places in this category, priority will be given within this group, to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System.
5. Those children who do not meet any of the above criteria. If there are more applicants than places in this category, priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System.

3.0 **LOOKED AFTER CHILDREN**

A 'looked after child' is a child who is:

- a) in the care of a LA, or
- b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

4.0 **PREVIOUSLY LOOKED AFTER CHILDREN**

The School Admissions Code 2012 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after children' or children in care (defined in section 22 of the Children Act 1989) to also include 'previously looked after' children. Children who were 'previously looked after' were defined for admissions purposes as those who immediately after being in care became subject to an adoption, residence, or special guardianship order.

A revised School Admissions Code came into force on 19 December 2014 and this states that previously looked after children include those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). In addition residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order. If applying on behalf of a "previously looked after" child the parent will need to provide the following evidence:

- an adoption order under section 46 of the Adoption and Children Act 2002; or
- an adoption order under the Adoption Act 1976; or
- a child arrangements order; or
- a residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989; or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

5.0 **TIME OF ENTRY**

The Admission Arrangements give a high priority to those with a brother or sister attending the relevant school at the applicants 'time of entry'. This means that in the normal admissions round there will be no sibling connection for admission purposes for those applicants for:

- In the case of primary, Reception who have a brother or sister in Year 6;
- In the case of secondary, Year 7 if they have a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12;
- In the case of secondary, Year 7 if they have a brother or sister in Year 13.

6.0 CONTINUED INTEREST LISTS

Parents will be able to place their children's names on the continued interest list for their chosen school.

For those applying through the normal admissions round for entry to Reception, or year 7, the continued interests will be maintained from immediately following initial allocation to the 30 June of the academic year of entry.

In the case of those applying in year the continued interest lists will be maintained for one academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on 30 June of the academic year.

7.0 NURSERY CLASS ADMISSIONS

- 1) The responsible body undertakes that **the designated area** (catchment) of each nursery class or attached nursery school should be set out clearly on a map and be available for parents to see on request. It should also be made available electronically. The catchment area for the nursery will usually be the same as for the primary school.
- 2) The responsible body agrees a **published admission number (PAN)** for the nursery with the County Council before the start of the academic year. Published admission numbers will be stated in part time equivalent (p.t.e.) places. One p.t.e place is 15 hours per week, term time only, or 570 hours a year if the place is delivered flexibly.
- 3) The responsible body will offer nursery places at least up to the PAN. If the responsible body offers the extended entitlement within a nursery provision, a 30 hour place is deemed to represent 2 p.t.e. places.
- 4) The responsible body will not operate the nursery with empty places in any term if they have eligible children on the continued interest list.

The exception is where a set limit within the PAN has been advertised for places for funded 2s or 30 hours, and those places have been filled. A school would not then be obliged to admit e.g. an eligible funded 2 to an unfilled universal entitlement place.

- 5) The minimum **universal entitlement** to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday.
- 6) Where capacity against the PAN exists, places should always be offered for at least 15 hours a week (or 570 hours a year if a stretched offer).
- 7) The responsible body is permitted to agree take up of fewer hours to meet parental request but are not obliged to. Places will be funded on actual take up of hours. The responsible body may set a minimum take up requirement when offering places.
- 8) The responsible body may also offer the **extended entitlement**, of up to 30 hours per week (term time only) or 1,140 hours per year if stretched throughout the year. This should be decided in advance of the academic year and publicised to parents/carers on the responsible body's schools website. The responsible body is not obliged to offer the extended entitlement.

- 9) **Admissions are three times a year**, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.
- 10) Children are entitled to a place from the first day of term and offers of a place must always give this as an option even if the school offers 'staggered starts' to help children with the transition. 'Staggered starts' should not be arranged over more than a week or two.
- 11) Parents will be notified that a place is available for their child no later than half a term in advance. The responsible body may set and advertise a termly deadline for considering applications for admission in the following term.
- 12) The responsible body may choose to allow parents to split their free universal and 2 year old entitlement (where offered) with another provider but are not obliged to.
- 13) **Flexibility** The responsible body may offer nursery places in a number of ways. These include half or full day sessions, extended sessions covering lunchtimes, or a stretched offer (fewer hours per week but including weeks during school holidays).

Where the extended entitlement is available through hours in out of school clubs, or in partnership with other providers, the responsible body must make clear which element is the universal entitlement and will therefore be guaranteed to continue should the child cease to be eligible for the extended entitlement.

- 14) The responsible body's school website should state the opening times of the nursery and set out its educational aims and provision. The website sets out the responsible body's policy for allocating nursery places when more applications are received than there are places available, as stated in this document (paragraph 15).
- 15) When more applications are received than there are places available, the following criteria will be applied. The responsible person should apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. **Other criteria (such as date of birth) cannot be used.**
 - 15.1 Children with an Education, Health and Care Plan naming the school.
 - 15.2 Looked after children, whom the Corporate Parent agrees should attend the school, and 'previously looked after' children.
 - 15.3 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
 - 15.4 Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:
 - Those children who, at the time of entry, have a brother or sister attending the primary school to which the nursery is attached.

- Those children who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System.
- 15.5 Children who have taken up, or are eligible for, a funded 2 year old place at the time of application.
- 15.6 Children living outside the designated area who have a brother or sister attending either the foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System.
- 15.7 Children who attend day care or a voluntary or private sector pre-school on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System.
- 15.8 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System.
- 16) If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.
- 17) Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class until the term after he/she becomes five* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**
- *N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child.
- 18) Where a family ceases to be eligible for the extended entitlement, the place should return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Schools offering the extended entitlement should explain this possibility in writing when offering the extended entitlement place. **Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.**
- 19) A universal entitlement nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

20) Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school. For Aided schools or Academies the complaint should be directed to the Head of the school and then to the School Governors, as they have the ultimate decision regarding admissions to these schools.

21) There is no statutory right of appeal.

8.0 **ADMISSION OUTSIDE THE NORMAL AGE GROUP (PRIMARY)**

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

Where the parents of a summer born child choose not to send that child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Any decision will be made on the basis of the circumstances of each case. This will include:

- taking account the parents' views;
- any information about the child's academic, social and emotional development;
- whether they have previously been educated out of their normal age group;
- the views of the Headteacher.

When informing a parent of the decision on the year group their child should be admitted to, the responsible body's school will give clear reasons for the decision.

Where it has been agreed that a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be:

- processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- considered against the determined Admission Arrangements only, including the application of oversubscription criteria where applicable.

9.0 **ADMISSION OUTSIDE THE NORMAL AGE GROUP (SECONDARY)**

Children considered for late transfer would almost certainly have a Statement of Special Educational Needs or Educational and Health Care Plan. Discussion relating to late transfer would normally be initiated within an annual review of the child's Statement of Special Educational Needs/EHCP.

Any late or early transfer of a child who does not have a Statement of Special Educational Needs/EHCP would require evidence of the need for such a transfer and the agreement of the Headteacher. Transfers of this kind are likely to be very uncommon.

10.0 **RANDOM ALLOCATION**

If the distance "tie break" produces an identical result for two or more applicants the responsible body's respective school will use the use random allocation to determine who will be offered a place. This will be carried out for the responsible body by the Local Authority (an impartial third party).

11.0 **SIBLINGS/BROTHER OR SISTER**

For admission purposes for the responsible body, a sibling is defined as a brother, sister, half-brother, half-sister, step brother or step sister who will be resident at the same address at the time of entry.

12.0 **TWINS & CHILDREN FROM MULTIPLE BIRTHS**

Where the parent has made the same preferences of school and through the normal operation of the admission arrangements the last available place at a school has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will be offered a place at that school. This means that in these circumstances the Published Admission Number would be exceeded.

13.0 **FAIR ACCESS PROTOCOL**

The Fair Access Protocol is part of the admission arrangements for the responsible body's school as it is for all state funded mainstream schools in Oxfordshire.

For admissions purposes the route from home to school will be measured using the shortest designated route as determined by Oxfordshire County Council's measurement system. The nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

The start point of a measurement is the "seed point" of the home address. The "seed point":

- is provided by Ordnance Survey from information compiled from Royal Mail and from district or city councils;
- normally falls within the bounds of a property;
- are accurate to the nearest ten centimetres.

It is possible to amend the location of a seed point, but this is neither necessary nor possible for most addresses.

From the seed point the route firstly connects to the nearest point of the digitised network. The digitised network is constructed from road data supplied by Ordnance Survey and is called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps). However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes, for example alleyways, public footpaths and bridleways.

The end point of the "shortest designated route" is the nearest open gate of the school officially available for use by students for entry and exit to the school site at the start and/end of the school day. The location of these gates has been set by the LA and consulted with each individual school to ensure accurate placement of the gate and its availability for use. The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called Route Finder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route, for example footpaths. The “shortest designated route” is also not necessarily a walking route, for example where roads are used the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the responsible body and local authority cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

14.0 HOME ADDRESS

The address on the application should be the child’s address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

15.0 CHANGES OF ADDRESS

Changes of address which occur can be taken into account if proof of this change is provided if in the case of:

- primary school applications the change occurs after 15th January but before 5th February of the year of application
- secondary school applications the change occurs after 31st October but before 23rd November of the year of application

To confirm your new address the responsible body needs one of the following:

- A solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- A copy of a tenancy agreement (if the property is to be rented). If this tenancy agreement comes to an end before September of the year of application we may not accept the address for admissions purposes; or
- A copy of your Council Tax Bill showing the same name(s) as in Section 5 of the Common Application Form.

Parents may also be asked to provide proof of address from correspondence they have received from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

The Local Authority will act as the responsible body’s agent in establishing a child’s address.

16.0 MULTIPLE ADDRESSES

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. The responsible body may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by the LA that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the first preference requested.

17.0 PARENTS UNABLE TO AGREE ON THE SCHOOLS LISTED ON THE CAF

If parents cannot agree on schools to list on the CAF and submit separate applications the responsible body will only consider the application made by the parent who receives Child Benefit for the child.

If a parent is unhappy with this decision their only resource would be to seek an order from the Court.

18.0 FRAUDULENT APPLICATIONS

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code 2014 published by the Department for Education:

“[2.12] An admission authority must not withdraw an offer of a place unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.”

“[2.13] A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.”

19.0 COORDINATION OF ADMISSIONS FOR THE NORMAL ADMISSIONS ROUND

The responsible body's schools are part of the coordinated admissions process for Oxfordshire, i.e. for entry to Reception Class for Primary Schools, and entry into Year 7 for Secondary Schools. The Scheme is published on Oxfordshire County Council's public website.

20.0 IN YEAR ADMISSIONS

The responsible body's schools are part of the coordinated in year admissions process for Oxfordshire. The In Year Admission Scheme is published on Oxfordshire County Council's public website.

21.0 IN-YEAR FAIR ACCESS PANEL (IYFAP)

The responsible body's secondary schools are regularly asked to admit vulnerable young people part way through an academic year. To ensure that the distribution of in-year admissions of vulnerable students is handled fairly, speedily and equitably, we subscribe to the In-Year Fair Access Protocol. The IYFAP comprises representatives of all local secondary schools, a Local Authority social inclusion officer, a representative of the County

Admissions Team and other professionals who are able to provide guidance to inform decisions. The role of the panel is twofold:

- to provide support, advice and funding for schools, to give them the best chance of continuing to work with identified vulnerable students on their roll
- to recommend alternative provision for any vulnerable student for whom remaining at their current school is not an option.

As part of the panel, we co-operate with the decisions of the panel regarding placements, and make appropriate provision as soon as possible having been identified as the receiving school.

22.0 **DESIGNATED AREAS**

These can be viewed on the Oxfordshire public website. Living within a particular school's designated area gives a high priority for admission but there is no guarantee that a place will always be made available.

23.0 **OVERSUBSCRIPTION IN RESPONSIBLE BODY'S SCHOOLS**

If we receive more applications than we have places, it may not be possible to offer a place. If we cannot offer places to all the children in our catchment area we will use our admissions rules to allocate the places.

Parents may appeal for a place at John Mason if they have not been offered a place. The responsible body has delegated the responsibility for the appeals process to the Local Authority.

Appeals are heard by an independent panel. A decision by an appeal panel whether or not to offer a school place is binding on the admissions authority. If a parent's appeal to gain admission for their child is unsuccessful, they may not appeal again within one academic year unless there has been a material change in their circumstances.

The acceptance of a place at an alternative school does not affect your right of appeal.

END