



# Admissions Policy

## 2023/24 – Oxfordshire Schools

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## **Oxfordshire Primary Schools** **Admissions Policy for Admission 2023-2024**

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

### **1. Timings of Admissions**

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.

### **2. Summer born Children**

A summer born child is one born between 1<sup>st</sup> April and 31<sup>st</sup> August. A parent of a "summer born" child may request to delay admission of the child until later in the academic year or defer admission to a year group later than that of their natural cohort and this request will be considered.

For further information, please follow the link to view this policy for Delayed and Deferred Admissions:

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/defer-reception-application](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/defer-reception-application)

### **3. Timing of Applications**

All Primary Schools in Oxfordshire are required to participate in the Oxfordshire co-ordinated Admissions Scheme and Oxfordshire LA has set up a standard common application for all schools.

**Important dates for admission to TWHF SCHOOLS in September 2023:**

For Children Born between	1 <sup>st</sup> September 2018 and 31 <sup>st</sup> August 2019
01/09/2022	Applications can be made
15/01/2023	Deadline for on time applications
16/04/2023	Offers made to Oxfordshire residents
29/04/2023	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.

## 4. Published Admission Numbers (PAN)

The Published Admission number (PAN) applies to the relevant year group for Admission in September 2023-2024

School Name	PAN
Southwold Primary & Nursery School	45
Gaglebrook Primary School	30
West Kidlington Primary & Nursery School	30

## 5. Oversubscription Criteria

When applications for admission exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit:

The oversubscription criteria are 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 names on the child's statement.**

### 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)

### Priority 2

Any child who has a sibling attending the same WHF School at the same time as he or she is due to be admitted; this does not apply to admission to Whiteland's Academy, when a child is moving from Primary to Secondary School. A child who attends a WHF Primary School does not have automatic entitlement to attend Whiteland's Academy. Please see Whiteland's Academy Admission's Policy for further details. This also does to not include any younger siblings attending the same WHF nursery setting.

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 3

Any child of a member of staff employed by The White Horse Federation for two or more years 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, fosters children and children of co-habiting partners. (Please complete Appendix 1 – supplementary information form)

### Priority 4

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

### Priority 5

Children 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)

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

## 6. Definitions and Details

### Students with Education, Health and Care Plan

Pupils with an Education, Health and Care Plan (EHCP) at the time of allocation are required to be admitted to the school named on their plan. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Special Educational Needs Assessment Team (SENAT) at which point this policy no longer applies.

### Child Looked After

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)

### Siblings

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
- 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 the sibling.

Where the sibling of a 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 tie 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 sizes 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 Schools Admissions Code, twins and children from multiple births are classed as “excepted pupils” to this legalisation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to 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.

## 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.

## 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 Schools

The Local Authorities 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 relating to priority 3. See appendix 1.

## 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 2.21 of the School Admissions Code.

### 2.21 – Children of UK Service personnel and other Crown Servants (Including Diplomats)

For families of service personnel with a confirmed posting, or crown servants returning from overseas, admission authorities must:

- a) Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parents requests this.
- c) Not reserve blocks of places for these children

## Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

## Home Address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility for part of the week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, the parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

## 7. Nurseries

Where a Nursery provision is in place; children will be admitted to the Nursery Department during the term following their 3rd birthday. The exact age of admission however is determined by the availability of places.

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

School Name	Nursery Planned Admissions
Southwold Primary & Nursery School	58 (29 AM & 29 PM)
Gaglebrook Primary School	30
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:

School Name	Nursery Planned Admissions
Southwold Primary & Nursery School	32 (16 AM & 16 PM)

We welcome pupils with special educational needs and disabilities however due to the nature and layouts of the premises and provision of the above schools, 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. All schools will comply with their obligations under the Equality Act 2010.



## **8. Applications at other times of the year (In-Year Applications)**

For the academic year 2023/24, 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/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules)

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)

## **9. Waiting Lists**

Where a place at a TWHF School cannot be offered, the child will be placed on a waiting list, the child's name will be retained on the waiting list until the end of the academic year. Letters will be sent to parents asking them to re-apply for the following academic year if they wish to be considered in the following 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.

## **10. 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, OCC.

## 11. **Objections to these Admissions Arrangements**

Objections to these admissions 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:

[www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk)

## Appendix 1 - Supplementary Information Form

### Applications for Admission to a WHF Primary School

This supplementary information must be completed in addition to the school admission form.  
Please return completed form to: [Admissions@twhf.org.uk](mailto:Admissions@twhf.org.uk)

Any child of a staff member employed by The White Horse Federation for two or more years at the time of which the application for admission to the school is made.

Please complete the following and return to [Admissions@twhf.org.uk](mailto:Admissions@twhf.org.uk)

Name of child for which application is being made for:	
Date of Birth:	
Address:	
Name of Parent employed at the school:	
Capacity in which employed:	
Date employment began:	

**Signed** ..... **Date** .....

This form should be completed and returned to the above email address by 15<sup>th</sup> January 2022 for Primary Admissions.

This form should be completed in addition to the LA's application form which must be completed in order for the request to be valid.

<b>Office use only</b>	
Date Received:	
Criteria Confirmed:	