

**Admissions Policy 2019/20**

**Introduction:**

The Warriner Multi Academy Trust is the admissions authority for Hornton Primary School. The WMAT has delegated responsibility for decisions regarding admissions to The Governing Body of Hornton School. The process for all admissions including admission appeals, will be administered by Oxfordshire County Council.

**Aim:**

The aim of the School’s Admissions policy is to ensure that all students gain fair access to Hornton Primary School in line with Department for Education School Admissions Code 2014

**Monitoring and Evaluation:**

This policy will be reviewed annually by the Governors to ensure that Hornton Primary School is meeting all lawful requirements and that the School’s key stakeholders are able to gain access to the School.

**Appendix 1 - Admissions Policy for Hornton Primary School 2019/20**

**Hornton Primary School’s Admissions Policy was approved by the Full Governing Body on 18<sup>th</sup> January 2018**

**Signed by the Chair of Governors;.....**

**Date;.....**

**Next review due October 2018**

## **Appendix 1 – Admissions policy for Hornton Primary School for 2019/20**

This admissions policy meets all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

- Children Act 1989
- School Standards & Framework Act 1998
- Equality Act 2010
- 2014 School Admissions Code
- Oxfordshire County Council's Co-ordinated Admissions Scheme

School Admissions Appeals will be conducted under arrangements set out in

- School Standards & Framework Act 1998
- 2012 School Admissions Appeals Code

### **Admission Number**

Published Admission Number for entry to Reception year group in 2019/20 is 15.

### **Admission arrangements for entry to the Reception year group in the 2019/20 academic Year**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2019. There are 15 places (the published admission number) available.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2019-20), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer born children) who do not reach compulsory school age until September 2020, parents who do not wish them to start school in school year 2019-20 but to be admitted to the Reception Year in September 2020, should proceed as follows: They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2019), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must

decide whether to wait for any other offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2019-20 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

**Parents wishing to apply for the Reception [Foundation] Year in September 2019 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2019. Applications received after this date will normally only be considered after all those received on or before the cut-off date Offers and refusals of places will be posted by the home LA on 16 April 2019.**

### **Over-subscription Criteria**

If the school is oversubscribed (there are more applications than places available) the following rules will be applied in descending order of priority:

In accordance with legal requirements, children who have a Statement of Special Educational Needs or an Education, Health & Care Plan naming the school will always be admitted.

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” children. The term “previously looked after” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
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 at the time of entry. If there are more applicants than places, priority will be given to those children who live closest to the school using the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.  
b. Children living in the designated area of the school. If there are more applicants than places, priority will be given to those children who live closest to the school using the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.

4. Children living outside the designated (catchment) 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, priority will be given to children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

5. Children living outside the designated (catchment) area who are on the roll at Hornton Primary School's nursery class, Peach Tree, at the time of application. If there are more applicants than places, priority will be given to children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

6. Those children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

**Admission arrangements for entry to other year groups during the 2019/20 academic year (in-year applications)**

Hornton Primary School is part of the coordinated admission process for Oxfordshire.

The In Year Admission Scheme is published on Oxfordshire County Councils public website.

In-year applications can be made half a term in advance of the requested entry.

Usually, places will be offered if there are places available in the year group (the number of children in the year group is less than the published Admission Number for the school) and there is no child on the relevant waiting list with a higher priority (according to the oversubscription criteria 1-6 above)

Sometimes, it will not be possible to offer places even though there are less children in the year group than the Admission Number because the school has had to organise in such a way that the admission of a further pupil would cause prejudice to the efficient education of the children already there or, for children in the Reception year group, Year 1 or Year 2, would breach the class-size limit of 30 children per one qualified teacher required in law and require the school to take a "relevant measure".

**Admission outside the normal age group.**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In addition 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 of the parent's 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 head teacher of the school(s) concerned.

When informing a parent of the decision on the year group to which their child should be admitted, the LA/Governors 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.

The LA/Governors will not give a lower priority on the basis that the child is not of the correct age. Parents' statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school but it is not in their preferred age group.

### **LOOKED AFTER CHILDREN**

A 'looked after child' is a child who, at the time of making an application to a school, is:

- ☐ in the care of a local authority; or
- ☐ 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).

### **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 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.

### **TIME OF ENTRY**

The admission rules 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 Reception who have a brother or sister in Year 6 at the primary school (or in Year 2 in the case of St Nicholas’ CE (Controlled) Infants’ School and Foundation Stage Unit, Wallingford).

### **RANDOM ALLOCATION**

If the distance “tie break” produces an identical result for two or more applicants the Local Authority will use random allocation to determine who will be offered a place.

### **SIBLINGS/BROTHER OR SISTER**

For admission purposes for community and voluntary controlled schools 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.

### **TWINS AND 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 normally be offered a place at that school. This means that, in these circumstances, the Published Admission Number would be exceeded.

### **FAIR ACCESS PROTOCOL**

Hornton School participates in Oxfordshire LA’s Fair Access Protocol.

### **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).

### **CHANGES OF ADDRESS**

Changes of address which occur after 15 January 2018 but before 6 February 2018 may be taken into account if proof of this change is provided (see below). To confirm your new address we need 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 2018 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 CAF.

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.

### **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. We 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 Local Authority 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.

### **PARENTS UNABLE TO AGREE ON THE SCHOOLS TO BE LISTED ON THE CAF**

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

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

### **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 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 has 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.”

### **THE NEAREST DESIGNATED PUBLIC ROUTE AS DEFINED ON THE DIRECTORATE FOR CHILDREN, EDUCATION & FAMILIES’ GEOGRAPHIC INFORMATION SYSTEM**

For admissions purposes for all schools where the Local Authority (LA) is the Admissions Authority for the school, and any own admission authority schools that have adopted the LA’s measuring system, the route from home to school will be measured using the shortest designated route.

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/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres. It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas. From the seed point the route firstly connects to the nearest point of the digitised network. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement and they are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey 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 (e.g. alleyways, public footpaths, bridleways, etc). The augmented ITN used by the LA is accurate to at least 1 metre.

All 548,000 kilometres of roads in Great Britain are accurately mapped in a consistent and logical network. The network does not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, “short-cuts” across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the “shortest designated route” is the **nearest open gate** of the school first arrived at from the direction of travel from the seed point that is 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. The LA consults with each individual school annually 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 RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://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](http://www.capita-cs.co.uk)).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accurate reading up to 1.609344 metres. The “shortest designated



route” is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. 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 LA cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire’s county boundary) an internet mapping solution will be used. For addresses in Europe, we use [maps.google.co.uk](http://maps.google.co.uk) For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using [itouchmap.com/latlong.html](http://itouchmap.com/latlong.html) We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using [www.nhc.noaa.gov/gccalc.shtml](http://www.nhc.noaa.gov/gccalc.shtml)

Other measuring systems may give a different measurement. However, the LA will not take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

## **APPEALS**

If a place cannot be offered, parents have a statutory right to appeal against the decision. More information about the appeals process will be available from the school.

## **CONTINUED INTEREST LISTS**

Oxfordshire County Council as the Local Authority maintains waiting lists (continued interest lists) for those children who are not offered a place, and the parents ask for the child’s name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

For those applying through the normal admissions round for entry to Reception the continued interest lists 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 that academic year.

## **DESIGNATED AREAS**

These can be viewed on the Oxfordshire public website and Hornton’s is shown below. 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.

# Hornton Primary School

Location and Designated Area of Hornton Primary School

