

Church House Oxford, Langford Locks, Kidlington, OX5 1GF

# **Admission Arrangements**

## **September 2017**

### **Reception to Year 2**

#### **St Mary's CE Infant School**



#### **INTRODUCTION**

St Mary's Infant School is an academy and the admission arrangements are set out below.

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 2013 and 31 August 2014 may apply for them to be admitted to the Reception Year in September 2018. There are 30 places (the published admission number) available. Our policy is not to offer admission in September 2018 to children who were born on or after 1 September 2014.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 (no later than

the term, using three term year, after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, 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 2018 and 31 August 2018 (summer-born children), parents who do not wish them to start school in school year 2017-18, but to be admitted to the Reception Year in September 2018, should proceed as follows. They should apply at the usual time for a place in September 2017 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2018. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day (16 April 2017), their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2018) for a Reception place in September 2018. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2017 (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 summer term 2018 for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2017-18 Reception Year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher. At all ODST schools 'part-time' is understood to be either 5 mornings or 5 afternoons.

**Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2017 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 2017. 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 2017.**

## **OVER-SUBSCRIPTION CRITERIA**

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan<sup>1</sup> or a Statement of Special Educational Need naming the school will always be admitted.

The admission rules for St Mary's Infant School are shown below in descending order of priority.

1. Children who are "looked after"<sup>2</sup> 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"

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<sup>1</sup> An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. **This is therefore**

<sup>2</sup> A 'looked after child' is a child who is either (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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

children<sup>1</sup>. 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<sup>2</sup> or special guardianship order<sup>3</sup>).

2. Disabled children who need to be admitted on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
3.
  - a. Children who live in the designated area with a brother or sister on roll at the time of application who will still be attending at the time of entry. However, 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 Oxfordshire County Council’s Directorate for Children, Education & Families’ Geographic Information System.
  - b. Children who live in the designated area who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council’s Directorate for Children, Education & Families’ Geographic Information System.
4. Children living outside the designated area who have 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 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 Oxfordshire County Council’s Directorate for Children, Education & Families’ Geographic Information System.
5. Those children who live closest to the school by the nearest designated public route as defined on Oxfordshire County Council’s Directorate for Children, Education & Families Geographic Information System.

## **TIME OF ENTRY**

The admission rules give some priority to those with a brother or sister attending the school at the applicant’s “time of entry”. This means that in the normal admissions round there will be no sibling connection for admission purposes for the following:

- Applicants for entry to Reception if they have a brother or sister in Year 2

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<sup>1</sup> This group includes children who were adopted 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).

<sup>2</sup> Under the provisions of Section 14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

<sup>3</sup> 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).

## **CONTINUED INTEREST LISTS**

For children who cannot be offered a place, parents will be able to place their child's name to the Continued Interest list for St Mary's Infant School.

For those applying through the normal admissions round for Reception the Continued Interest list will be maintained from shortly following initial allocation in the April preceding the start of the academic year in September until the end of June of their Reception year.

In the case of those applying in year the Continued Interest list will be maintained until the end of June of that 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.

## **ADMISSION TO AN OLDER OR YOUNGER AGE GROUP**

Children considered for late transfer would almost certainly have an Education, Health & Care (EHC) Plan or Statement of Special Educational Needs. Discussion relating to late transfer would normally be initiated within an annual review.

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

Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.

## **RANDOM ALLOCATION**

If the distance "tie break" produces an identical result for two or more applicants, St Mary's Infant School will use random allocation to determine who will be offered a place. This will be carried out on behalf of the school by the Local Authority (an impartial third party).

## **SIBLINGS/BROTHER OR SISTER**

For admission purposes for St Mary's Infant School, 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 St Mary's Infant 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 the school. This means that in these circumstances the Published Admission Number would be exceeded.

## **FAIR ACCESS PROTOCOL**

The Fair Access Protocol is part of the admission arrangements for St Mary's Infant School as it is for all state funded mainstream schools in Oxfordshire.

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

For admissions purposes for St Mary's Infant School, 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 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.capitacs.co.uk](http://www.capitacs.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 the UK and Europe, we use Google Maps ([www.google.co.uk](http://www.google.co.uk)) which allows measuring by shortest routes when set to 'walking' mode. 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)

## **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).

The **time of application** is the entire time period from the point when applications can start to be made in the September of the year before entry until National Offer Day the following April.

Sometimes an application is made based on an address at the time of application and the address then changes after the application has been submitted. It is important to tell the Admissions Authority about changes of address so that places can be offered fairly and so notification can be sent by post to the correct home address.

If the application address is found to have subsequently changed after the application was submitted and this information could have been provided when the application was first made or before places were offered, the Admissions Authority will consider the application to have been made on the basis of a fraudulent or intentionally misleading address. This may result in the offer of a school place being withdrawn.

If an application is made on the basis of a new address or intention to move to an area, information about the new address will need to be provided in order for it to be taken into account.

## **CHANGES OF ADDRESS**

Changes of address which occur after the closing date may be taken into account if proof of this change is provided by the date published in the LA's Admissions Rules. 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 the September when the child could start school we may not accept the address for admissions purposes**; or
- A copy of your Council Tax Bill **showing the same name(s) as on the school place application (CAF)**; or
- **Letter from a new employer** (e.g. University college) where accommodation is being provided by them and is tied to the new post/job giving details of this new address; or
- **New Quarter Information** if this is a military posting with provided accommodation; or
- **Assignment Order** if this is a military posting but new quarter has not yet been notified.

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 school's agent in establishing a child's address.

## **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 the address we will use for admissions purposes will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.

The Local Authority will act as the school's agent in establishing the home address.

## **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 (December 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, parent has not responded within a reasonable amount 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.”

The Local Authority will act as the school’s agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application.

## **COORDINATION OF ADMISSIONS FOR THE NORMAL ADMISSIONS ROUND**

St Mary’s Infant School is part of the coordinated admission process for Oxfordshire for entry to the Reception year group.

The Scheme is published on the County Council’s public website.

## **IN YEAR ADMISSIONS (RECEPTION TO YEAR 2)**

St Mary’s Infant School is part of the coordinated in year admissions process for Oxfordshire.

The In Year Admission Scheme is published on the County Council’s public website.

## **ADMISSION APPEALS**

There is a statutory right to an admission appeal should a child be refused a place at St Mary’s Infant School. Any appeal will be heard by an independent admission appeal panel arranged by the Oxford Diocesan Board of Education.



## **ADMISSIONS IN SEPTEMBER 2016**

The school received 125 applications expressing a preference for admission to the Reception Year in 2016 by the closing date in January 2016. These were ranked as follows:

Children with statements naming the school	0
Criterion 1	0
Criterion 2	0
Criterion 3	30
Criterion 4	0
Criterion 5	0

30 places were offered, with the cut-off coming under criterion 3b at a distance of 0.841 miles

### **Catchment Area Map**

