

## Admissions Policy for



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 Year 7 in September 2017

120

### **Admission arrangements for entry to Year 7 in September 2017**

Children born between 1 September 2005 and 31 August 2006 must transfer from primary or junior school to secondary school in September 2017. Applications must be made by 31 October 2016. Applications made after this date will be considered to have been made late. Applications can be made online by using the link on Oxfordshire County Council's website [www.oxfordshire.gov.uk/secondaryadmissions](http://www.oxfordshire.gov.uk/secondaryadmissions) Notification will be sent by first-class post on 1 March 2017 for applications received by 31 October 2016. Online applicants will also receive notification by email.

Late applications received after 31 October 2016 but by 21 March 2017 will be treated as late applications. Notifications for late applications will be sent by first-class post on 6 May 2016.

### **Admission arrangements for entry to other year groups during the 2017/18 academic year (in-year applications)**

Langtree School is part of the In Year Admissions Scheme for Oxfordshire. The table overleaf shows how applications will be processed.

<b>Event</b>	<b>Action by</b>	<b>Remarks</b>
LA receives an application form	Admissions Team	Added to the batch waiting for processing
Processing	Admissions Team	Notification of relevant details to Langtree School will normally take place on the last working day of the school week (normally Friday)
Decision on ranking /offer of a place by an own admission authority school	Langtree School	Within a maximum of 10 school days of receipt for normal applications.  However, this may take 15 school days for complex cases. Decisions will then be passed to the LA's Admissions Team.
Determination of the school to be offered	Admissions Team	Last working day of the school week (normally Friday) to the fourth working day of the following week
Notification to parent	Admissions Team	Day of determination or the next working day.
On roll	School	Normally within 15 school days of the place being offered and no later than the beginning of the following term.

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). However, where the Admission Number has changed since the particular year group joined the school, the previous Admission Number will be used.

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 attending.

If a place is available in the appropriate year group and there are fewer applications for places than places available, all applicants will be offered a place.

If there are no places available in the appropriate year group, no applicants will be offered a place.

If a place is available in the appropriate year group but there are more applications for places than places available, the over-subscription criteria (below) will be applied and those children with the highest priority under the rules will be offered places.

When a place is offered, a child is expected to start as soon as possible, unless the place has been offered during the previous term for a start at the beginning of the following term. In this latter case, the child is expected to start no later than the beginning of the term requested.

## **Appeals**

If a place cannot be offered, parents have a statutory right to appeal against the decision. More information about the appeals process and arrangements will be sent out with the response letter.

### **Admission to an older or younger age group**

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

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

### **Fair Access Protocol**

The Fair Access Protocol is part of the admission arrangements of all state funded schools in Oxfordshire.

### **Multiple Applications (Applicants unable to agree on the schools to be listed on the application)**

If parents cannot agree on the schools to list on the application and submit separate applications, the Admissions 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.

## **Over-subscription Criteria (new criterion are shown in red)**

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

If Langtree School is oversubscribed (there are more applications than places available) the following rules will be applied 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” children<sup>3</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>4</sup> or special guardianship order<sup>5</sup>).
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. Children of staff in either or both of the following circumstances:
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4.
  - 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.
5. 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

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<sup>1</sup> A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. 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 not an oversubscription criterion.***

<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.

<sup>3</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>4</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>5</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).

school by the [shortest designated public route](#) as defined on the Directorate for Children, Education & Families' Geographic Information System.

6. Children who attend one of the following schools and [live](#) outside the designated (catchment) area:

Checkendon CE Primary School  
Goring CE Primary School  
Nettlebed Primary School  
South Stoke Primary School  
Stoke Row CE Primary School  
Whitchurch Primary School  
Woodcote Primary School

If there are more applications than places, priority will be given to 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.

7. 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.

### **“Looked After” children**

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.

### **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.

### **Brothers and sisters (siblings)**

For admissions purposes, a brother or sister is defined as one of the following:

- A brother or sister (both parents the same) [living at the same home address](#); or
- A half- brother or half-sister (one parent the same) [living at the same home address](#); or
- A step-brother or step-sister (sharing a parent who is married or in a civil partnership) [living at the same home address](#); or
- An adopted child who, by reason of the adoption, now shares one or more parents with a child [living at the same home address](#).

### **Time of Entry (siblings)**

The admission rules give some priority to those with a brother or sister attending the relevant 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 Year 7 if they have a brother or sister in Year 13; or
- applicants for entry to Year 7 if they have a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12.

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

### **Measuring distances from home to school**

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "**shortest designated route**" since September 2005 \*.

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 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). Ordnance Survey assures that 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 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 accuracy 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 mal-administration of the admissions process by the Admissions Authority for the school.

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)

\* A small number of ‘Own Admission Authority’ schools measure using a straight-line distance from home to school. The LA also calculates these distances for those particular schools.

## Terms used in this explanation

“shortest designated route”      The shortest distance between two points calculated using a computer programme as defined in this explanatory document

Geographic Information      A system designed to capture, store, manipulate,

System (GIS)	analyse, manage and present all types of geographic data. The Admissions Team of Oxfordshire County Council uses MapInfo (supplied by Pitney Bowes Software) for its GIS needs
Local Authority (LA)	Oxfordshire County Council
Admissions Authority (AA)	The authority that has responsibility for admissions decisions  For Community and Voluntary Controlled schools the AA is Oxfordshire County Council  For all other schools and academies the AA is the Governing Body, a sub-group of the Governing Body or a group given authority to make admissions decisions by the Governing Body.  The AA is never an individual person
Ordnance Survey	The national mapping agency for Great Britain, an executive agency and non-ministerial government department of the UK Government
“seed point”	A geographically defined spatial point set by Royal Mail and/or district or city councils, and supplied to Ordnance Survey which then sells that data to other organisations (e.g. Oxfordshire County Council). The seed point used by the Admissions Team of Oxfordshire County Council is the “all numeric British Co-ordinate System” (easting and northing)
easting	a measurement in metres east of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres)
northing	a measurement in metres north of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres)
digitised network	the geographic database of all possible, available, measurable routes. The digitised network is based on the Integrated Transport Network (ITN) produced by Ordnance Survey augmented to include additional non-driveable public routes
“nearest open gate”	the first gate arrived at from the direction of travel which is available for use by students for entry and exit to the school site at the start and end of the school day
algorithm	a series of programmed instructions carried out by the RouteFinder software which calculates all available routes between the start and end points and outputs the shortest
RouteFinder	GIS-based software produced by Higher Mapping Solutions ( <a href="http://www.highermappingsolutions.com">www.highermappingsolutions.com</a> ) which is designed to find the shortest measurement between two defined points using the available network.

ONE database

Database created by Capita Children's Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)) used by Oxfordshire County Council to hold information about children and their applications for school places

### **Random Allocation**

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

### **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 31 October 2016 can be taken into account if proof of this change is provided no later than 16 November 2016 (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 2017 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**.
- **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 there has as yet been no notification of the address of a new quarter.

We may also ask for proof 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 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.

### **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 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.

### **Continued Interest lists**

In Oxfordshire, lists for children who cannot be offered a place at a school but whose parents want them to continue to be considered for a place, should one become available, are normally called “Continued Interest” (CI) lists. A Continued Interest list is made up of children who have not been and cannot be offered a place at a school. These children are listed in order of the Published Admissions Rules for that school (not in order of how long they have been on the list).

You can add your child’s name to the Continued Interest list for a maximum of three schools where your child has already been considered but cannot be offered a place.

You cannot add your child’s name to a Continued Interest list for a school at which you have not yet requested a place. In this case this is called a “change of preference” (see below), and the Admissions Authority (AA) will firstly need to consider whether a place can be offered or not. If a place cannot be offered you will then be able to add your child’s name to the Continued Interest list for that school subject to the maximum limit of three schools.

**The School Standards and Framework Act 1998, the Code of Practice on School Admissions and Oxfordshire County Council’s Co-ordinated Admissions Scheme clearly state that the Local Authority (LA) must offer a place at the highest preference listed where it is possible to offer a place according to the Published Admissions Rules. If you add your child’s name to the Continued Interest list for a school which could not be offered, you are stating that you want this school more than (and instead of) the school offered if it is possible to make an offer at a later date.**

Your child cannot be added to the Continued Interest list of a school which is lower on your list than the school they were offered. However, you can change the order of your preferences (see below), so that a new decision can be made whether a place can be offered at that school. After you have been notified of the decision, if a place could not be offered then it will be possible to add your child’s name to the Continued Interest list.

*For example, your child cannot be added to the “Continued Interest” list for a school which you listed as third preference if they have been offered a place at the school which you listed as second preference.*

*In this example, if you wanted your child to be considered for a place at the school originally requested as third preference, then this preference would need to be moved up your list to become second preference and the place offered at the school originally requested as second preference would need to be moved down*

*your list to become third preference. The new second preference would need to then be considered as a change of preference (see below).*

If a place becomes available at a school and your child is at the top of the Continued Interest list for that school, the relevant admissions authority will automatically offer a place at that school where possible. However, late applications and changes of preference will be considered alongside, and not after, those on the Continued Interest list, if any places become available at a school that can be reallocated. It is therefore possible during the late allocation round for a place to be allocated to a late application or change of preference rather than the child at the top of the Continued Interest list, depending on where the applicants fit in with the published admissions criteria for the school in question.

In cases where the child at the top of the Continued Interest list is eligible to be given a place that has become available at a preferred school, the admissions authority will automatically allocate a place at that school. The place at the school previously offered will be taken away so that it can be offered to another child. Your child cannot simultaneously hold the offer of a place at more than one school.

*For example, a child's name has been added to the "Continued Interest" lists for the schools which they wanted as first and second preferences but has been offered a place at the school they listed as third preference. A place becomes available at their first preference school and is offered. The place at their third preference school is taken away and offered to another child. They are also automatically removed from the Continued Interest list for their second preference school because this school is now lower down on their application than the school they have been offered.*

Eligibility for free home to school transport is assessed based on the Home to School Transport Policy for a child's home local authority (in Oxfordshire this is Oxfordshire County Council). If a child was offered free transport to a school they were originally offered and is later offered a place at a school from the Continued Interest list, they will not automatically continue to qualify for free home to school transport to the new school. This will be assessed separately and offered if they qualify for transport under the Home to School Transport Policy.

The continued interest list for Langtree School will be maintained until 30 June 2018.