

## INTRODUCTION

Cholsey Primary School is an Academy and the admission arrangements for 2023/24 are set out below.

## ADMISSION NUMBER

The admission number for Reception for 2023/24 is 60 and this will be the same in 2024/25

## OVERSUBSCRIPTION CRITERIA

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan in which the school is named in Section I must always be admitted.

The oversubscription criteria below will be followed in descending order of priority.

1. Children who are “Children We Care For”<sup>2</sup> (CWCF) by a Local Authority within the meaning of Section 22 of the Children Act 1989 at the time of their application, and all “previously looked after” children<sup>3</sup> (PCWCF), including those who appear to this Admissions Authority to have been in state care outside England (IAPCWCF)<sup>4</sup> and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.
2. Children who live in the designated (catchment) area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
3. Children who live in the designated (catchment) area.
4. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the designated (catchment) area.
5. All other children who do not live in the designated (catchment) area and also do not have a brother or sister on roll at the time of application who will still be attending at the time of entry.

In categories 2 to 5 above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

## LOOKED AFTER CHILDREN

*A looked after child is a child who 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 (as defined 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, in accordance with section 22 of the Children Act 1989, to also include 'previously looked after' children, for 2013 admissions onwards.*

*Children who were 'previously looked after' are defined for the purposes of the legislation as those who immediately after being in care became subject to an adoption, residence, or special guardianship order.*

*Required Evidence for a 'previously looked after' child:*

- *an adoption order under section 46 of the Adoption and Children act 2002\*; 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.*

*\*The 2002 Adoption Act did not come into force until 30 December 2005 and therefore only children adopted after this date would qualify under this criterion.*

## **CONTINUED INTEREST LISTS**

Parents will be able to place their children's names on the continued interest list for Cholsey Primary School.

For those applying through the normal admissions round for 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.

## **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 or Year 2 for admission to infants' schools.

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

Children considered for late transfer to primary or infants' school would usually have a Statement of Special Educational Needs or an Education Health Care Plan. Discussion relating to late transfer would normally be initiated within an annual review of the child's Statement of Special Educational Needs or Education Health Care Plan.

However, 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 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 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.

Any early admission of a child, for example admission to Reception when of nursery age, would require evidence of the need for such an action and the agreement of the LA. Early admissions 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 the Local Authority will use random allocation to determine who will be offered a place.

## **SIBLINGS/BROTHER OR SISTER**

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 stepbrother or stepsister (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

## **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 Cholsey 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**

The Fair Access Protocol is part of the admission arrangements of all community and voluntary controlled schools in Oxfordshire and all own admission authority schools that have adopted the same admission arrangements as those for community and voluntary controlled schools.

## **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 the closing date for applications (15 January in the allocation year) can be considered if proof of this change is provided no later than the date in February set down in Oxfordshire County Council's co-ordinated admissions scheme. 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 is due to start school, the Local Authority may not accept the address for admissions purposes; or
- A copy of the Council Tax Bill showing the same name(s) as on the school place application (CAF); or
- A letter from a new employer (e.g. University college) where accommodation is being provided by the employer and is tied to the new post/job giving details of this new address; or
- Service Family Accommodation (New Quarter) if this is a military posting with provided accommodation and the parent has requested that this address should be used for allocation purposes; or
- Assignment Order if this is a military posting but new quarter has not yet been notified and the parent has requested that the address of the military base be used for allocation purposes. The Local Authority may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application.

## **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 which will be used for admissions purposes will be the one registered for child benefit. The Admissions Authority (and/or Local Authority) will request proof of the registered address, which must pre-date the application. The Local Authority will act as Cholsey Primary 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 (February 2012) 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, parents have 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 Cholsey Primary School's agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application.

### **MEASURING DISTANCES FROM HOME TO SCHOOL** (The straight-line distance calculated by Oxfordshire County Council)

For admissions purposes for all schools where the Local Authority (LA) is the Admissions Authority for the school, and any OAA schools that have adopted the LA's measuring system, the straight line distance from home to school will be calculated. The start point of the measurement is the "seed point" of the home address. The "seed point" is provided by 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 British Coordinate System (Easting/Northing). 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. 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 metres 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 three

decimal places. For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via [getlatlong.net/](https://getlatlong.net/) A straight line distance will then be calculated to the end point at the school in statute miles using [www.nhc.noaa.gov/gccalc.shtml](https://www.nhc.noaa.gov/gccalc.shtml)

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

Cholsey Primary School is part of the coordinated admission process for Oxfordshire for entry to Reception in 2023/24.

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

#### **IN YEAR ADMISSIONS (RECEPTION TO YEAR 6)**

Cholsey Primary School is part of the coordinated in year admissions process for Oxfordshire.

The In Year Admission Scheme is published on Oxfordshire County Council's public website.

Responsible for policy	H McSweeney
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