



# Admissions Policy

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RECOMMENDED	STATUTORY ✓
REVIEW FREQUENCY	Annual
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COMMITTEE	Full Governors
Signed: Chair of Governors	
Date:	

# This policy has been created as a summary of OCC's admissions rules and admission criteria. For full details, please visit

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies>

## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group and are done so through OCC as part of the usual application process.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of 20 pupils for entry in Early Years Foundation Stage and every subsequent year up to Year 6.

### **6.2 Oversubscription criteria**

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out by OCC.

Oversubscription Criteria for entry to the Reception year group in Community and Voluntary Controlled Schools. In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan naming the school will always be admitted.

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

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<sup>10</sup> or special guardianship order<sup>11</sup>).
2. Children who were previously in state care outside England<sup>12</sup> but have been adopted and are no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested. Where such evidence is not available, Oxfordshire County Council will make a pragmatic decision based on the information available so that there is a local consistent approach.
3. 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.
4. 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.
5. Children who live in the designated (catchment) area.
6. 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.
7. 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 all categories above, priority will be given to children who live closest to the school by the nearest designated public route as defined and measured on Oxfordshire County Council's Geographic Information System.

For further clarification please visit <https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules>

## **6.4 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on High Street. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## **6.5 Children below compulsory school age (optional)**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

In exceptional cases and where there is significant need or reason, parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for. All deferred entry must be discussed with Head in advance of the pupil starting the school and preferably before acceptance of the school place.

In exceptional cases and where there is significant need or reason, where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents may choose to defer their child's place but this is done with the discretion of the Head teacher and according to OCC guidance. This is only considered in exceptional cases and where they may sufficient reason.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be conducted through OCC

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send to OCC

You can find details of the school's appeals timetable on the following webpage:

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-appeals>

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the governing body of Nettlebed Community School every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.