

Admissions Policy for Brookside Primary School in Bicester for 2017/2018



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 2017/18

45

Admission arrangements for entry to the Reception year group in the 2017/18 academic year

Children born between 1 September 2012 and 31 August 2013 can start school during the 2016/17 academic year. Applications must be made by 15 January 2017. 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/primaryadmissions Notification will be sent by second-class post on 18 April 2017 for applications received by 15 January 2016. Online applicants will also receive notification by email.

Late applications received after 15 January 2017 but by 5 May 2017 will be treated as late applications. Notifications for late applications will be sent by second-class post on 12 June 2017.

Late applications or changes of preference received after 5 May 2017 will not be processed until after the response date for late applications, 30 June 2017.

Parents may wish to defer their child's entry to the school to a later date in the academic year, subject to the constraints shown in the table below. Before the child reaches statutory school age, parents can request a part-time place.

Children born between	Can Start School	Must Start School
1 September 2012 and 31 December 2012	September 2017 (part-time or full-time)*	January 2018 (full-time)
1 January 2013 and 31 March 2013	September 2017 (part-time or full-time)* or January 2018 (part-time or full-time)*	April 2018 (full-time)
1 April 2013 and 31 August 2013	September 2017 (part-time or full-time)* or January 2018 (part-time or full-time)* or April 2018 (part-time or full-time)*	September 2018 (full-time) This is Year 1. However, if he/she does not start school by April 2018 at the latest , his/her place will be taken away and you must re-apply in June 2018 for a Year 1 place to start in September 2018.

* Parents/carers can request full- or part-time provision in a school until their child reaches statutory school age

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

Applications for entry to other year groups at the school (Years 1 to 6) to start during the 2017/18 academic year, can be made at any time. Applications for entry to other year groups in September 2017 can be made no earlier than 5 June 2017.

Applications can be made via Oxfordshire County Council's website:
www.oxfordshire.gov.uk/schooltransfer

Between 8 June 2017 and 13 July 2017, 5pm on each Thursday will be treated as a "closing date" for in-year applications for that week. Applications received by each "closing date" will be considered during the following 10 school days. In most cases the admissions authority would aim to respond to applications by the Thursday, 10 school days after the "closing date".

Applications received after 13 July 2017 will be considered to have been made after the end of the academic year when schools are closed for the summer vacation. Where schools need to be consulted about whether a place can be offered, it is highly likely that it will not be possible to respond to an application until schools re-open in September.

From September 2017, 5pm on each Thursday during term-time is treated as a "closing date" for in-year applications for that week. Applications received by each "closing date" will be considered during the following 10 school days. In most cases the admissions authority would aim to respond to applications by the Thursday, 10 school days after the "closing date".

The last date for which an application for entry during the 2017/18 academic year can be accepted will be 21 June 2018.

It is possible to apply in advance of an intended start date. However, in-year applications can be made no more than six weeks before the requested entry date if this is not the beginning of a school term or one term in advance of the requested entry if the requested start date is the beginning of the next term, as shown in the table below:

Place wanted	Earliest application date	We aim to write by
Late Autumn Term – 30 October 2017	4 September 2017	21 September 2016
Early Spring Term – 4 January 2018	30 October 2017	16 November 2017
Late Spring Term – 19 February 2018	2 January 2018	18 January 2018
Early Summer Term – 16 April 2018	19 February 2018	8 March 2018
Late Summer Term – 4 June 2018	16 April 2018	3 May 2018

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). Where the Admission Number has changed since the particular year group, for which the application has been made, 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 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 school teacher required in law and require the school to take a “relevant measure”.

If a place is available in the appropriate year group and there are less 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 child(ren) with the highest priority under the rules will be offered place(s).

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 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.

Fair Access Protocol

The Fair Access Protocol is part of the admission arrangements of all maintained 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.

School transport

Some children qualify for free transport from home to school. The home to school transport policy is available [online](#).

Please note that Oxfordshire County Council does not accept responsibility for the provision or cost of free travel to the designated area school if it is not the closest or nearest available school.

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 Plan¹ naming the school will always be admitted.

1. Children who are “looked after”² 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” children³. 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 order⁴ or special guardianship order⁵).
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 (or former designated area [see Appendix 1]) 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 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. 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.

¹ 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.***

² 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.

³ 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).

⁴ 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.

⁵ 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).

“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 Reception year group if they have a brother or sister in Year 6

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

Details of how home to school distances are measured is available [here](#).

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).

The **time of application** is the entire time period from the point when applications can start to be made in September 2016 until National Offer Day on 18 April 2017.

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 Local 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 Local 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 15 January 2017 can be taken into account if proof of this change is provided no later than 6 February 2017 (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 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.

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

Details of the Continued Interest list policy are available [here](#).

Appendix 1

Addresses in the former designated area of Brookside Primary School. If an application is received on behalf of a child living at one of the addresses listed below for a place at Brookside Primary School for entry to the Reception year group in the 2017/18 academic year and has a brother or sister attending the school who is expected still to be attending the school at the time of entry and lives at the same address, the applicant will be considered under Criterion 3a (a child living in the designated area with a brother or sister attending the school at the time of entry).

Banbury Road (Even numbers 84-90)	4 addresses
Banbury Road (Even numbers 94-98)	4 addresses
Banbury Road (The Cuttings)	3 addresses
Banbury Road (Beeches, Byways, Cedarwood Cottage, Cherry Orchard, Foxcombe House, Glenwood, Huntercombe, Magnolia House, Spindles, The Lemon Tree, The Willow, Thorner)	12 addresses
Blake Road (Odd numbers 1-71)	38 addresses
Blake Road (Even numbers 2-44)	23 addresses
Blake Road (Wheatley)	1 address
Blenheim Drive (Odd numbers 1-83)	42 addresses
Blenheim Drive (Even numbers 2-58)	31 addresses
Brashfield Road (Odd numbers 1-31)	19 addresses
Brashfield Road (Even numbers 2-52)	27 addresses
Brashfield Road (The Birches)	1 address
Buckingham Road (Odd numbers 53-63)	6 addresses
Buckingham Road (Odd numbers 85-111)	14 addresses
Buckingham Road (Odd numbers 119-123 & 127)	4 addresses
Buckingham Road (1-4 Hill View)	4 addresses
Buckingham Road (Audley House)	24 addresses
Buckingham Road (Buckingham Court)	6 addresses
Buckingham Road (Gibbs Garage & Industrial Estate)	5 addresses
Buckingham Road (Midsummer Place)	12 addresses
Buckingham Road (Bellmead, Jet Service Station, Quinton Shenlo)	4 addresses
Field Street (Odd numbers 5-19)	8 addresses
George Street (Odd numbers 41-59)	12 addresses
George Street (Highfield Depot, Highfield House, Highfield Social Club, Primrose Cottage, Walnut House)	5 addresses
Hailles Gardens (Numbers 1 to 10 consecutive)	10 addresses
Leach Road (Odd number 41-127)	44 addresses
Market End Court (Numbers 1 to 4 consecutive)	4 addresses
Market End Way (Odd numbers 1-53)	27 addresses
Market End Way (Even numbers 2-80)	40 addresses
North Street (Odd Numbers 13, 13A & 29-41 & 47-67)	21 addresses
North Street (Harcourt House)	7 addresses
North Street (Tollgate House)	15 addresses
Orchard Way (Odd numbers 1-75)	39 addresses
Orchard Way (Even numbers 2-68 & 78-86)	39 addresses
Reynard Court (Number 1 to 12 consecutive)	12 addresses
St Johns Street (Number 1 only)	1 address
St Johns Street (Even numbers 10-16)	3 addresses

St Johns Street (Fane House)	27 addresses
Stable Road (Odd numbers 1-9)	5 addresses
Stable Road (Even numbers 2-22)	11 addresses
Stable Road (1-4 Reading Court)	4 addresses
Stable Road (Wise Court)	14 addresses
Stable Road (Dick Wise & Co)	1 address
Taylor Close (Odd numbers 1-23)	12 addresses
Taylor Close (Even numbers 2-28)	14 addresses
Windmill Avenue (Odd numbers 1-47 & 55-89)	43 addresses
Windmill Avenue (Even numbers 2-48 & 56-90)	42 addresses
Woodfield Road (Odd numbers 1-59)	30 addresses
Woodfield Road (Even numbers 2-50)	25 addresses

New Proposed Designated Area of Brookside Primary School from 1 September 2017 with former areas no longer in the designated area unless a sibling attends (see proposal)

