

**DETERMINED  
ADMISSION ARRANGEMENTS  
YEARS 7 TO 11  
COMMUNITY SECONDARY SCHOOLS  
OXFORDSHIRE  
2017 ONWARDS**

# THE DETERMINED ADMISSION ARRANGEMENTS FOR YEARS 7 TO 11 FOR COMMUNITY SECONDARY SCHOOLS FOR ENTRY IN 2017 ONWARDS

In accordance with legal requirements children who have an Education Health and Care Plan that names the school will be admitted to that school. In addition those children who have a Statement of Special Educational Needs that names a particular school in Part 4 of that Statement will also be admitted to that school.<sup>1</sup>

The oversubscription criteria for community secondary schools are shown below in descending order of priority.

1. Children who are looked after<sup>2</sup> by a local authority 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 children” 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 Equalities Act 2010.
3. 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 the preferred school at the time of entry.

If there are more applicants than places in category 3(a) priority will be given to those children who live closest to the school by the nearest 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 in category 3(b) priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.

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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 (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 s.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).

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 to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
5. Children who attend a partner school, and live outside the designated area. If there are more applicants than places in this category priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
6. Those children who do not meet any of the above criteria. If there are more applicants than places in this category priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

## **TIME OF ENTRY**

The admission arrangements 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 entry to Year 7 if they have a brother or sister in Year 13.

All Year 11 students are required to continue education or training and Year 11 students do not need to apply for a place in Year 12 (if they attend an 11 to 18 school). Therefore applications made on behalf of children who have a brother or sister in Year 11 at the school applied for will be considered as having a sibling connection.

## **CONTINUED INTEREST LISTS**

Parents will be able to place a child's name on the continued interest list for a community secondary school.

For those applying through the normal admissions round for Year 7 the continued interest lists will be maintained from shortly after initial allocation in March until 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.

## **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;
- 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. In addition if the request to be admitted to a different year group has not been accepted and a parent then appeals for a place for their child any appeal that is heard would relate to the child's normal age group, i.e. the appeal would not be for admission to the requested year 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 admission purposes for community schools 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 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.

## **LOOKED AFTER CHILDREN**

A 'looked after child' is a child who is (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 order, or special guardianship order.

A revised School Admissions Code came into force on 19 December 2014 and this states that previously looked 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.

## **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 community schools.

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

For admissions purposes for all schools where the Local Authority (LA) is the Admissions Authority for the school, and any own admission authority schools that have adopted the LA's measuring system, 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 from the seed point 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.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 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 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)

Other measuring systems may give a different measurement. However, the LA will not take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

## **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 but before 16 November 2016 can be taken into account if proof of this change is provided (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.

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 date upon which the application is submitted.

## **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 this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by the Local Authority that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address that is the most favourable (i.e. closest) to the first preference requested.

## **PARENTS UNABLE TO AGREE ON THE SCHOOLS TO BE LISTED ON THE CAF**

If parents cannot agree on the schools to list on the CAF and submit separate applications the Local 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.

## **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 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.”

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

All community schools are part of the coordinated admission process for Oxfordshire for entry to Year 7 in 2017/18.

The Scheme is published on the Oxfordshire County Council public website.

## **IN YEAR ADMISSIONS (YEARS 7 TO 11)**

All community schools are part of the coordinated in year admissions process for Oxfordshire.

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

## DESIGNATED AREAS

These can be viewed on the Oxfordshire public website. Living within a particular school's designated area gives a high priority for admission but there is no guarantee that a place will always be made available.

Copies of the designated areas for Carterton Community College, Wood Green School, Icknield Community College, Larkmead School and Fitzharrys School are shown in Appendix 1.

## OXFORDSHIRE SCHOOLS COVERED BY THE ADMISSION ARRANGEMENTS FOR YEARS 7 TO 11

Department for Education Number	School	School Address
4041	Carterton Community College	Carterton Community College Upavon Way Carterton Oxfordshire OX18 1BU
4052	Wood Green School	Wood Green School Woodstock Road Witney OX28 1DX
4082	Icknield Community College	Icknield Community College Love Lane Watlington Oxfordshire OX49 5RB
4125	Larkmead School	Larkmead School Faringdon Road Abingdon OX14 1RF
4127	Fitzharrys School	Fitzharrys School Nothcourt Road Abingdon Oxfordshire OX14 1NP

# THE DETERMINED ADMISSION POLICIES AND ARRANGEMENTS FOR YEARS 12 & 13 IN COMMUNITY SCHOOLS FOR 2016/17

## ADMINISTRATION

The LA is the admission authority for all community secondary schools.

Those already on roll at a secondary school do not need to complete an application form for entry to Year 12 or Year 13.

## OBJECTIVE ENTRY CRITERIA

In accordance with legal requirements children who have an Education Health and Care Plan that names the school will be admitted to that school. In addition those children who have a Statement of Special Educational Needs that names a particular school in Part 4 of that Statement will also be admitted to that school.<sup>6</sup>

The objective oversubscription criteria for entry to Years 12 and 13 at community secondary schools are shown below in descending order of priority.

1. Children who are looked after<sup>7</sup> by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children.<sup>8</sup> The term “previously looked after children” 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 or special guardianship order)<sup>9</sup>.
2. Those who meet the objective and published academic requirements for the level of course applied for, live in the designated area of the school and live closest to the school measured by the nearest designated public route using the Directorate for Children, Education & Families’ Geographic Information System.
3. Those who meet the objective and published academic requirements for the level of course applied for, as published in the relevant school prospectus, live outside the designated area of the school and live closest to the school measured by the nearest designated public route using the Directorate for Children, Education & Families’ Geographic Information System.

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<sup>6</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>7</sup> A 'looked after child' is a child who is (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>8</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>9</sup> Under the provisions of s.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.

**OXFORDSHIRE SCHOOLS COVERED BY THESE ADMISSION ARRANGEMENTS FOR YEARS 12 AND 13**

<b>Department for Education Number</b>	<b>School</b>	<b>School Address</b>
4041	Carterton Community College	Carterton Community College Upavon Way Carterton Oxfordshire OX18 1BU
4052	Wood Green School	Wood Green School Woodstock Road Witney OX28 1DX
4125	Larkmead School	Larkmead School Faringdon Road Abingdon OX14 1RF
4127	Fitzharrys School	Fitzharrys School Nothcourt Road Abingdon Oxfordshire OX14 1NP

## **COMMUNITY SCHOOLS CONVERTING TO ACADEMY STATUS**

When a school converts to academy status the school retains the existing admission arrangements. However, any new academy can consult on amending these at the next available opportunity.

In paragraph 15b the School Admissions Code states that admission authorities must consult on their admission arrangements at least every 7 years, even if there have been no changes to the arrangements in that period. Therefore unless a community school converting to Academy status in 2016/17 and subsequent years has specifically consulted upon, and adopted, different admission arrangements the arrangements set out in this document will apply.