

**DETERMINED**

**ADMISSION ARRANGEMENTS**

**COMMUNITY AND VOLUNTARY  
CONTROLLED PRIMARY,  
INFANTS' SCHOOLS**

**2015 ONWARDS**

## OVERSUBSCRIPTION CRITERIA

In accordance with legal requirements, children who have a Statement of Special Educational Needs that names the school in Part 4 of that Statement will be admitted to that school.<sup>1</sup>

The admission rules (oversubscription criteria) for all community and voluntary controlled schools primary and infants' schools, except Wolvercote Primary School and St Mary's CE Infant (Controlled) School, 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. The term "previously looked after children" (see the section on Page 5) refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
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. Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:
  - a. First priority in category 3 will go to those children 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. However, if there are more applicants than places in category 3(a) priority will be given, within this group, 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. Second priority in category 3 will go 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
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 within this group to children who live closest to the school

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<sup>1</sup>Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion** and in these admission rules this requirement is listed for reasons of clarity and simplicity.

<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 at the time of making an application to a school.

by the nearest 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 nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.

## **THE DETERMINED OVERSUBSCRIPTION CRITERIA FOR WOLVERCOTE PRIMARY SCHOOL 2015/16 ONWARDS**

The admission rules for Wolvercote Primary School are shown below in descending order of priority.

In accordance with legal requirements children who have a Statement of Special Educational Needs that names Wolvercote Primary School in Part 4 of that Statement will be admitted to the school.<sup>3</sup>

1. Children who are looked after<sup>4</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. The term “previously looked after children” ( a full explanation of the term is given on Page 5) refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Disabled children who need to be admitted to Wolvercote Primary School on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
3. Children who live in the designated area of Wolvercote Primary School. If there are more applicants than places in this category priority will be given in the following descending order of priority:
  - a. Those children who will have a brother or sister on roll at the time of application who still be attending the preferred school at the time of entry. If there are more applicants in this category than places available priority will be given to those living in Lower Wolvercote followed if necessary by the distance tie break set out in 3c.
  - b. Those children living within the area of Lower Wolvercote.
  - c. Those children who live closest to Wolvercote Primary School using the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

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<sup>3</sup>Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion** and in these admission rules this requirement is listed for reasons of clarity and simplicity.

<sup>4</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 at the time of making an application to a school.

4. Children living outside the designated area of Wolvercote Primary School who have a brother or sister on roll at the time of application and who will still be attending Wolvercote Primary School at the time of entry. If there are more applicants than places in this category priority will be given within this group 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. Those children who live closest to Wolvercote Primary School by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

## **THE DETERMINED OVERSUBSCRIPTION CRITERIA FOR ST MARY'S CE INFANTS' (CONTROLLED) SCHOOL 2015/16 ONWARDS**

The admission rules for St Mary's CE Infant (Controlled) School are shown below in descending order of priority.

In accordance with legal requirements children who have a Statement of Special Educational Needs that names St Mary's School in Part 4 of that Statement will be admitted to the school.<sup>5</sup>

1. Children who are looked after<sup>6</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. The term "previously looked after children" ( a full explanation of the term is given on Page 5) refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Disabled children who need to be admitted to St Mary's CE Infant (Controlled) School on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
3. Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:
  - a. First priority in category 3 will go to those children with a brother or sister on roll at the time of application who will still be attending St Mary's, or who will be on roll at The Batt CE Aided Primary School, at the time of

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<sup>5</sup>Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion** and in these admission rules this requirement is listed for reasons of clarity and simplicity.

<sup>6</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 at the time of making an application to a school.

entry. However, if there are more applicants than places in category 3(a) priority will be given, within this group, 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. Second priority in category 3 will go 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.
4. Children living outside the designated area of St Mary's CE Infant (Controlled) School who have a brother or sister on roll at the time of application who will still be attending St Mary's, or who will be on roll at The Batt CE Aided Primary School, at the time of entry. If there are more applicants than places in category 4 priority will be given, within this group, 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.
5. Those children who live closest to St Mary's CE Infant (Controlled) School by the nearest 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 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 a community or voluntary controlled secondary school.

For those applying through the normal admissions round for Year 7 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 almost certainly have a Statement of Special Educational Needs. Discussion relating to late transfer would normally be initiated within an annual review of the child's Statement of Special Educational Needs.

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 admission purposes for community and voluntary controlled 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 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 15 January 2015 but before 6 February 2015 may 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 2015 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 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 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 most favourable (i.e. closest) to the first preference requested.

## 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 has 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 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 namely the road on which the house is situated. 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.

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

All community and voluntary controlled schools are part of the coordinated admission process for Oxfordshire for entry to Reception in 2015/16.

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

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

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

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

## **COMMUNITY AND VOLUNTARY CONTROLLED 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.

The Admissions Code states (Para 1.42) 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 former community or voluntary controlled school converting to Academy status in 2013/14 and subsequent years specifically consults upon and adopts different admission arrangements the arrangements set out in this document will apply.

Academy Funding agreements are published on the Department's performance website at: <http://www.education.gov.uk/schools/performance/>