



Admission Arrangements

Reception to Year 6

Madley Brook School

(The River Learning Trust)
Adapted from OCC policy
September 2019

Madley Brook School

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2021 – 2022

1. Introduction

Madley Brook School is an academy and the admission arrangements are set out below. The Governors and [River Learning Trust \(RLT\)](#) have delegated responsibility to Oxfordshire County Council for the processing of school admissions for entry to the Reception year group each year and for in-year applications. However, final responsibility for admissions decisions remains with the school Governors and RLT.

2. Admission Number

The admission number for entry to Reception year group each academic year will be 30

The in year admission number for Years 1 to 6 is currently 45 but will change to 30 as the 2021 – 2022 cohort move through the school.

3. Admission Criteria

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan¹ or a Statement of Special Educational Need naming the school will always be admitted.

The admission rules for Madley Brook School are shown below in descending order of priority.

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 on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
3.
 - a. Children who live in the designated area with a brother or sister on roll at the time of application who will still be attending 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 Oxfordshire County Council’s Directorate for Children, Education & Families’ Geographic Information System.
 - b. Children who live in the designated area who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council’s 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 by the nearest designated public route as defined on the Oxfordshire County Council's 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 Oxfordshire County Council's Directorate for Children, Education & Families Geographic Information System.

4. Time of Entry

The admission rules give some priority to those with a brother or sister attending the 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 if they have a brother or sister in Year 6

5. Continued Interest List

For children who cannot be offered a place, parents will be able to place their child's name to the Continued Interest list for Madley Brook School.

¹ 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)

For those applying through the normal admissions round for Reception the Continued Interest list will be maintained from shortly following initial allocation in the April preceding the start of the academic year in September until the end of June of their Reception year.

In the case of those applying in year the Continued Interest list will be maintained until the end of June of that 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.

6. Admissions to a Younger or Older Age Group

Children considered for late transfer would almost certainly have an Education, Health & Care (EHC) Plan or Statement of Special Educational Needs. Discussion relating to late transfer would normally be initiated within an annual review.

Any late or early transfer of a child who does not have a Plan or Statement would require evidence of the need for such a transfer and the agreement of the Directors. Transfers 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.

7. Random Allocation

If the distance "tie break" produces an identical result for two or more applicants, Madley Brook School will use random allocation to determine who will be offered a place. This will be carried out on behalf of the school by the Local Authority (an impartial third party).

8. Siblings / Brother or Sister

For admission purposes for Madley Brook School, 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.

9. 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 Madley Brook 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 the school. This means that in these circumstances the Published Admission

Number would be exceeded.

10. Fair Access Protocol

The Fair Access Protocol is part of the admission arrangements for Madley Brook School as it is for all state funded mainstream schools in Oxfordshire.

11. The Nearest Designated Public Route as Defined by Oxfordshire County Councils' Geographic Information System

For admissions purposes for Madley Brook School, 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 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). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (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 the UK and Europe, we use Google Maps (www.google.co.uk) which allows measuring by shortest routes when set to 'walking' mode. 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 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.

12. 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 the September of the year before entry until National Offer Day the following April.

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 Admissions 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 Admissions 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.

13. Changes of Address

Changes of address which occur after the closing date may be taken into account if proof of this change is provided by the date published in the LA's Admissions Rules. 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 could start school 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.

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.

The Local Authority will act as the school's agent in establishing a child's address.

14. Multiple Addresses

Where children spends 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.

The Local Authority will act as the school's agent in establishing the home address.

15. 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 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 Local Authority will act as the school’s agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application.

16. Coordination of Admissions for the Normal Admissions Round

Madley Brook School is part of the coordinated admission process for Oxfordshire for entry to the Reception year group.

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

17. In Year Admissions (Reception to Yr6)

Madley Brook School is part of the coordinated in year admissions process for Oxfordshire.

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

18. Admission Appeals

There is a statutory right to an admission appeal should a child be refused a place at Madley Brook

School. Any appeal will be heard by an independent admission appeal panel.