



**Stanton Harcourt**  
**CE Primary School**

## **Admissions Policy**

This policy was agreed by the governing body on:.....

Date.....**September 2023**.....

To be reviewed.....**September 2024**

Chair of Governing Body.....

Headteacher.....

**ADMISSION RULES  
AND ARRANGEMENTS  
RECEPTION TO YEAR 6**



**Stanton Harcourt CE Primary School**

**2024-2025**



## **INTRODUCTION**

Stanton Harcourt CE Primary School is part of an academy, and the admission arrangements are set out below. Eynsham Partnership Academy is responsible for admissions decisions. The trust has delegated this responsibility to the Local Governing Body (LGB) The trust and the LGB will work closely with Oxfordshire County Council and will use the council as their agent for the processing of applications for places.

## **SCHOOL VISION**

Our inclusive church school aims to fulfil the potential of all;

### **Living, Learning and Growing Together.**

We aspire to be excellent learners and leaders, empowered through our partnerships with all. Together we are parts of a body and each person's gifts, skills and qualities are cherished, enabling the whole body to flourish.

As St Paul the apostle advises in Romans 12:4 'Each one of us has a body, and that body has many parts...In Christ we are all one body and we are all a part of it. Each part belongs to all the other parts. We all have different gifts.'

Partnerships and community are at the heart of our school. We created our vision to reflect that we are a small, rural school – living, learning and growing together.

We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school. Stanton Harcourt CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community. The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

## **ADMISSION NUMBER**

The admission number for entry to Reception year group each academic year will be 20.

## **ADMISSION ARRANGEMENTS FOR RECEPTIONS/FOUNDATION STAGE 2023**

The academy is part of the coordinated admission process for Oxfordshire for children starting school for the first time in the Reception year group each year.

Children can start school for the first time in the Reception year group in the academic year after their 4<sup>th</sup> birthday and must start school in the term after their 5<sup>th</sup> birthday. Applications must be made by 15<sup>th</sup> January of the academic year in which their 4<sup>th</sup> birthday

falls. 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](http://www.oxfordshire.gov.uk/primaryadmissions) or on paper.

Applications received after 15th January, will be treated as late applications. Notifications for late applications will be sent by second-class post on the date published in Oxfordshire County Council's co-ordinated admissions scheme (mid-June of the application year). Notifications will not be sent by email.

Late applications or changes of preference received after the late closing date, published in Oxfordshire County Council's coordinated admissions scheme, will not be processed until after the response date for late applications (late-June of the application year).

The full scheme is published on Oxfordshire County Council's public website.

## **In-Year Admissions (Reception year group to Year 6)**

The academy is part of the coordinated in-year admissions process for Oxfordshire. Applications for entry to other year groups at the academy (Reception year group to Year 6) to start during the academic year, can be made at any time. Applications for entry to other year groups each September can be made no earlier than the first day of the second-half of the Summer Term (June each year). Because of the volume of in-year applications received during June, July, and August each year, a phased approach will be used to process these applications. The dates of these phases are available in the co-ordinated in-year admissions scheme available online. Applications can be made via Oxfordshire County Council's website: [www.oxfordshire.gov.uk/schooltransfer](http://www.oxfordshire.gov.uk/schooltransfer). Each Thursday at 5pm during term-time, will be treated as a "closing date" for applications for that week.

Applications received by each "closing date" will be considered during the following 15 school days. In most cases the Admissions Authority would aim to respond to applications by the Thursday, 15 school days after the "closing date".

The last date for which an application can be accepted for immediate entry during each academic year will be the last Thursday in June of that academic year.

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 half-term or from the beginning of the half-term prior to the requested start date (at the earliest).

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 academy). Where the Admission Number has changed since that particular year group joined the academy, the previous Admission Number may 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 academy has had to organise in a way that means the admission of a further pupil would cause prejudice to the efficient education of the children already there.

If a place is available in the appropriate year group and there are more spaces than

applications, all applicants will be offered a place regardless of home address and distance from home to school.

If a place is available in the appropriate year group and there are more applications than spaces, the over-subscription criteria (below) will be applied and the child(ren) with the highest priority under the rules will be offered place(s).

If there are no places available in the appropriate year group, no applicants will be offered a place.

When a place is offered, a child is expected to start as soon as possible. The child is expected to start no later than the beginning of the term requested.

The full scheme is published on Oxfordshire County Council's public website.

## **ADMISSION CRITERIA**

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan<sup>1</sup> or a Statement of Special Educational Need naming the school will always be admitted.

The admission rules for Stanton Harcourt CE Primary School are shown below in descending order of priority.

1. Children who are "looked after"<sup>2</sup> by a Local Authority (LA) within the meaning of Section 22 of the Children Act 1989 at the time of their application, and "previously looked after" children<sup>3</sup>. The term "previously looked after" refers only to children who were looked after but then 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 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 and 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.

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<sup>1</sup> 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 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.

<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 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.
- <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).

- 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 and 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.

## **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". 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

## **CONTINUED INTEREST LISTS**

For children who cannot be offered a place, parents will be able to place their child's name on the Continued Interest list for Stanton Harcourt CE Primary School.

For those applying through the normal admissions round for Reception, the Continued Interest list will be maintained 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.

## **ADMISSION TO AN OLDER OR YOUNGER 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.

### **RANDOM ALLOCATION**

If the distance "tie break" produces an identical result for two or more applicants, Stanton Harcourt CE Primary 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).

### **SIBLINGS/BROTHER OR SISTER**

For admission purposes for Stanton Harcourt CE Primary School, a sibling is defined as a brother, sister, half-brother, half-sister, stepbrother or stepsister 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 Stanton Harcourt CE Primary 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.

### **FAIR ACCESS PROTOCOL**

The Fair Access Protocol is part of the admission arrangements for Stanton Harcourt CE Primary School as it is for all state funded mainstream schools in Oxfordshire.

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

For admissions purposes for Stanton Harcourt CE Primary 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 centimeters. 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 consider 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 Route Finder 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)).

Route Finder 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](http://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](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)

## 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 most term-time school nights (Sunday night to Thursday night).

The **time of application** is the entire time 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 based on a fraudulent or intentionally misleading address. This may result in the offer of a school place being withdrawn.

If an application is made based on 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 the closing date may be considered 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.

## **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 most 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.

## **FRAUDULENT APPLICATIONS**

If a place has been obtained based on 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 have 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 based on 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 considered. 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 based on a fraudulent or intentionally misleading application.

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

Stanton Harcourt CE Primary 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.

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

Stanton Harcourt CE Primary 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.

## **ADMISSION APPEALS**

There is a statutory right to an admission appeal should a child be refused a place at Stanton Harcourt CE Primary School. Any appeal will be heard by an independent admission appeal panel.

# DETERMINED

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Date

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Signature

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Date

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Signature

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Date

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Signature