



Admission Arrangements from 2022



Buckland CE Primary School



John Blandy Primary School



**Longcot & Fernham CE
Primary School**



**Shrivenham CE Primary
School**



Watchfield Primary School

Admission Policy Overview

This Admissions Policy covers the Primary schools in the Faringdon Learning Trust (FLT).

These admission arrangements take account of all relevant legislation and the School Admissions Code, 2014.

Our aim is to ensure that every parent of a child, who has applied for a place in the normal admission round, receives an offer of a place in our Trust. Where this is not practical to achieve in any given year of entry we will use admission arrangements that are fair and objective (e.g. local housing growth that takes admissions beyond our physical capacity).

Admission Numbers

The Faringdon Learning Trust will work with the Local Authority (LA) each year to provide an appropriate number of places for our catchment area and the capacity of our schools, identified as the Published Admission Number. The dates relating to each year's admissions are available on the Oxfordshire County Council website. Parents are strongly advised to meet the timetable requirements detailed by OCC.

The Admission Numbers for entry to the Reception year group each year will be:

Buckland CE Primary School	15
John Blandy Primary School	45
Longcot & Fernham CE Primary School	20
Shrivenham CE Primary School	30
Watchfield Primary School	60

Admission Procedure

We have delegated responsibility to Oxfordshire County Council (the LA) to administer admissions on our behalf, according to the Oxfordshire County Council Policy.

Oversubscription

In circumstances where any of our schools is 'oversubscribed' (i.e. more applications than can be offered places within the agreed Published Admission Number) we will use criteria that aim to be fair and objective. Please see the ranking of oversubscription criteria listed below.

However, in all cases, parents expressing a preference take priority over those who do not (the 'Rotherham Judgement') and preferences expressed from outside the LA area must be treated fairly alongside from those within the LA area. Places may not be reserved in anticipation of in-catchment pupils arriving mid-year nor for those known to be likely to require a place at a school but for whom no preference for a place has yet been received.

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Criteria for Buckland CE Primary School/ Watchfield Primary School and Longcot and Fernham CE Primary School

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan¹ naming the school will always be admitted.

The admission rules for this 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. Children who were previously in state care outside England⁶ but have been adopted and are no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested. Where such evidence is not available, the Admissions Authority will work closely with Oxfordshire County Council to make a pragmatic decision based on the information available so that there is a local consistent approach.
3. Children who live in the designated area with a sibling on roll at the time of application who will still be attending at the time of entry.
4. Children who live in the designated area.
5. Children living outside the designated area who have a sibling on roll at the time of application who will still be attending the Primary School at the time of entry.
6. Children living outside the designated area who attend the nursery at the connected school.
 - a. Buckland nursery to Buckland primary
 - b. Watchfield nursery to Watchfield primary

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).

⁶ Children in state care outside England means those who were looked after or accommodated by a public or state authority or a religious organisation or any other provider of care whose sole purpose is to benefit society. The care may have been provided in an orphanage or other setting.

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c. Longcot and Fernham nursery to Longcot and Fernham primary

7. All other children.

In categories 3 to 7 above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

Criteria for John Blandy Primary School and Shrivenham CE Primary School

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan⁷ naming the school will always be admitted.

The admission rules for this school are shown below in descending order of priority.

1. Children who are “looked after”⁸ 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” children⁹. 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 order¹⁰ or special guardianship order¹¹).
2. Children who were previously in state care outside England¹² but have been adopted and are no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested. Where such evidence is not available, the Admissions Authority will work closely with Oxfordshire County Council to make a pragmatic decision based on the information available so that there is a local consistent approach.

⁷ 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.***

⁸ 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.

⁹ 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).

¹⁰ 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.

¹¹ 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).

¹² Children in state care outside England means those who were looked after or accommodated by a public or state authority or a religious organisation or any other provider of care whose sole purpose is to benefit society. The care may have been provided in an orphanage or other setting.

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3. Children who live in the designated area with a sibling on roll at the time of application who will still be attending at the time of entry.
4. Children who live in the designated area.
5. Children living outside the designated area who have a sibling on roll at the time of application who will still be attending at the time of entry.
6. All other children.

In categories 3 to 6 above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

Looked After Children

A 'looked after child' is a child who is either

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 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, in accordance with section 22 of the Children Act 1989, to also include 'previously looked after' children.

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.

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.

Required evidence for a 'previously looked after' child:

- 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.

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Children previously in state care outside England

Guidance was issued by the school's minister in 2018 asking Admission Authorities to consider prioritising children who were previously in state care outside England. When reaching a decision whether to offer a place under Criterion 2, the Admissions Authority will use the guidance to determine whether a child should be considered under this Criterion, requesting evidence from the applicant and taking a pragmatic approach to the decision-making process where evidence is lacking.

Designated (Catchment) 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. There is also no guarantee that free transport will be provided to the designated (catchment) area school if it is not the closest or nearest available school.

Siblings/Brother or Sister

For admission purposes for FLT 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, an adopted child who, by reason of adoption, now shares one or more parents with a child living at the same home address.

Time of Entry

The admission rules give a high 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 those applicants for Reception who 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 normally be offered a place at that school. This means that, in these circumstances, the Published Admission Number would be exceeded

Children eligible for Service Pupil Premium

Central Government defines that children who meet the following criteria are eligible for Service Pupil Premium (SPP):

- one of their parents is serving in the regular armed forces
- they have been registered as a 'service child' on the January school census at any point since 2015,
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
- pupils with a parent who is on full commitment as part of the full time reserve service are classed as service children

Parents will need to provide evidence of eligibility

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Measuring distances from home to school

For admissions purposes for all schools where the Local Authority (LA) is the Admissions Authority for the school, and any OAA schools that have adopted the LA's measuring system, the straight-line distance from home to school will be calculated.

The start point of the measurement is the "seed point" of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the British Coordinate System (Easting/Northing). 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.

The end point of the straight-line distance will be determined by the Admission Authority for each school. Where the LA is not the Admissions Authority, the relevant Admissions Authority will provide the determined end point to the LA.

The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via getlatlong.net/. A straight line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml

Random Allocation

If the distance "tie break" produces an identical result for two or more applicants the LA will use random allocation, on behalf of FLT, 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 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.

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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.

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 you will need to produce 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 agent for FLT 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 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 agent for FLT in establishing a child's address.

Fraudulent Applications

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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 agent for FLT in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application.

Admission to an Older or Younger Age Group

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

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.

In Year 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. The primary schools in the FLT are part of the Fair Access Protocol.

Continued Interest Lists

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Where a place cannot be offered, parents will be able to place their children's names on the continued interest list.

For those applying through the normal admissions round for entry to Reception, the Continued Interest lists will be maintained from shortly after initial allocation to 30 June of the academic year of entry.

In the case of those applying in-year, the Continued Interest lists will be maintained during the academic year for which the application was made until 30 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 of that academic year.

In Year admissions

Admission to a FLT primary school during the academic year depends on whether or not there are places available. Applications must be made directly to Oxfordshire County Council. Admissions outside the normal age group will be dealt with as indicated above.

If there is a vacancy, and there is no student on the relevant Continued Interest list with a higher priority a place will be offered.

If parents are moving to a new house, evidence will need to be provided, before considering any application for a place. Documentary evidence as set out in the Changes of Address section above will be required (Armed Forces personnel are exempt).

Determined by the Board

Paragraph 1.46 of the 2014 School Admissions Code requires Admission Authorities to determine Admission Arrangements by 28 February each year regardless of whether a consultation has taken place.

Date: 28th January 2021

Signed: 

Chair of Trustees on behalf of the Board

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