



## CHIPPING NORTON SCHOOL

### ADMISSIONS POLICY 2019-20

#### Statutory Policy

<b>Reviewed by:</b>	Local Governing Body
Date Reviewed:	September 2018
Next Review:	September 2019
Member of staff Responsible:	Headteacher

### INTRODUCTION

Chipping Norton School is an Academy and the admission arrangements for 2019/20 are set out below.

Chipping Norton School is an Academy in partnership with the River Learning Trust and as such is its own admissions authority. The River Learning Trust has delegated the responsibility for admission arrangements for Chipping Norton School to the Local Authority, Oxfordshire County Council.

### ADMISSION NUMBER

The admission number for Year 7 for 2019 is 240.

### OVERSUBSCRIPTION CRITERIA

If the school is oversubscribed (there are more applications than places available) the following rules will be applied in descending order of priority:

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan<sup>1</sup> that names the school will always be admitted.

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 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 [Equality 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 at the time of entry. If there are more applicants than places, priority will be given to those children who live closest to the school using the [shortest designated public route](#) as defined on the 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 [living](#) in the designated area of the school. If there are more applicants than places, priority will be given to those children who live closest to the school using the [shortest designated public route](#) as defined on the Directorate for Children, Education & Families' Geographic Information System.
4. Children [living](#) outside the designated area who will have a [brother or sister](#) on roll at the time of application who will still be attending at the time of entry. If there are more applicants than places, priority will be given to children who live closest to the school by the [shortest designated public route](#) as defined on the Directorate for Children, Education & Families' Geographic Information System.
5. Children who attend one of the following schools:
  - Chadlington CE Primary School
  - Charlbury Primary School
  - Enstone Primary School
  - Great Rollright CE Primary School
  - Great Tew Primary School
  - Holy Trinity Catholic Primary School, Chipping Norton
  - Hook Norton CE Primary School
  - Kingham Primary School
  - Middle Barton Primary School
  - St Mary's CE Primary School, Chipping Norton

and [live](#) outside the designated area. If there are more applications than places, priority will be given to those children who live closest to the school by the [shortest designated public route](#) as defined on the Directorate for Children, Education & Families' Geographic Information System.

6. Those children who [live](#) closest to the school by the [shortest 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 2004; 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 2004.

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 Year 7 who have a brother or sister in Year 13.

## **ADMISSION TO AN OLDER OR YOUNGER AGE GROUP**

Children considered for late transfer 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 Year 7 when of primary school 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 Chipping Norton 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.

## **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 Chipping Norton 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 for Chipping Norton School as it is for all state funded mainstream schools in Oxfordshire.

## **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 2019 can be taken into account if proof of this change is provided no later than 16 November 2019 (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 2019 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.

We may also ask for proof 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 Chipping Norton School's agent in establishing the home 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 Chipping Norton School's agent in establishing the home address.

### **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 Local Authority will act as Chipping Norton School's agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application.

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

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body)

has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route" since September 2005.

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 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). Ordnance Survey assures that 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 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 accuracy 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 mal-administration of the admissions process by the Admissions Authority for the school.

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 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)

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

Chipping Norton School is part of the coordinated admission process for Oxfordshire for entry to Year 7 in 2019/20. The Scheme is published on the County Council's public website.