

# **ADMISSION RULES AND ARRANGEMENTS**

## **RECEPTION TO YEAR 6**

# **Garsington Church of England Primary School 2027-28**



Part of the  
**RIVER  
LEARNING  
TRUST**

## **Introduction**

Garsington Church of England Primary School is an academy. River Learning Trust (RLT) – [www.riverlearningtrust.org/](http://www.riverlearningtrust.org/) – is responsible for admissions decisions. The Trust has delegated this responsibility to the Local Governing Board (LGB). The Trust and LGB will work closely with Oxfordshire County Council and will use the Council as their agent for the processing of applications for places.

## **Legal Framework**

These arrangements and over-subscription criteria meet all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

- Adoption Act 1976  
[www.legislation.gov.uk/ukpga/1976/36/contents](http://www.legislation.gov.uk/ukpga/1976/36/contents)
- Children Act 1989  
[www.legislation.gov.uk/ukpga/1989/41/contents](http://www.legislation.gov.uk/ukpga/1989/41/contents)
- Education Act 1996  
[www.legislation.gov.uk/ukpga/1996/56/contents](http://www.legislation.gov.uk/ukpga/1996/56/contents)
- School Standards & Framework Act 1998  
[www.legislation.gov.uk/ukpga/1998/31/contents](http://www.legislation.gov.uk/ukpga/1998/31/contents)
- Adoption and Children Act 2002  
[www.legislation.gov.uk/ukpga/2002/38/contents](http://www.legislation.gov.uk/ukpga/2002/38/contents)
- Education Act 2002  
[www.legislation.gov.uk/ukpga/2002/32/contents](http://www.legislation.gov.uk/ukpga/2002/32/contents)
- Equality Act 2010  
[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)
- Children and Families Act 2014  
[www.legislation.gov.uk/ukpga/2014/6/contents](http://www.legislation.gov.uk/ukpga/2014/6/contents)
- School Admissions Code 2021  
[www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2)
- School Admissions Appeals Code 2022  
[www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code)
- Oxfordshire County Council's Co-ordinated Admissions Scheme  
[www.oxfordshire.gov.uk/residents/schools/apply-school-place/schooladmission-rules-and-policies/admission-rules](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/schooladmission-rules-and-policies/admission-rules)

## **Admission Number**

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

## **Entry to Reception year group each September**

The school 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 school year after their fourth birthday. Most children will start at the beginning of the school year regardless where their fifth birthday happens during that school year.

Parents can opt to defer entry to later in the school year and/or request part-time provision until their child reaches statutory school age.

This means that

- autumn born children (fifth birthday between 1 September and 31 December inclusive) can start school full-time in September 2027.
  - or
  - their parents can request a part-time place during the autumn term
  - or
  - their parents can decide to defer their child's start date until January 2028.
  - but
  - Their child must start school full-time in January 2028.
- spring born children (fifth birthday between 1 January and 31 March inclusive) can start school full-time in September 2027 or in January 2028.
  - or
  - their parents can request a part-time place during the autumn and/or spring terms
  - or
  - their parents can decide to defer their child's start date until April 2028.
  - but
  - Their child must start school full-time in April 2028.
- summer born children (fifth birthday between 1 April and 31 August inclusive) can start school full-time in September 2027 or in January 2028 or in April 2028.
  - or
  - their parents can request a part-time place during the autumn and/or spring and/or summer terms
  - or
  - their parents can decide to defer their child's start date until April 2028.
  - but
  - Their child must start school full-time or part-time in April 2028 otherwise their offer will lapse.

Applications to start the Reception year must be made by the National Closing Date<sup>1</sup> to the home local authority in England where the family lives at the time of the application. Families living outside England should apply to the home local authority for the preferred school(s) and provide information about their intended new address.

Most applications in Oxfordshire will be online via the Council's Parent Portal. The Council's website [www.oxfordshire.gov.uk/primaryadmissions](http://www.oxfordshire.gov.uk/primaryadmissions) has more information about the process which has a link to the Parent Portal and a downloadable 'paper' application form.

Applications received after the National Closing Date will be late and will not be processed alongside those applications received by that date except in circumstances where the parent provides genuine extenuating reasons why it was not possible to apply by the National Closing Date.

Online applicants will receive an email on National Offer Day<sup>2</sup>. For most applications the email will be the only notification. A letter will not be sent as well. Non-online applicants will receive a letter which will be sent by second-class post on National Offer Day. Some online applicants will receive a letter if the Council needs to provide additional information (e.g. where a place was not offered at one or more preferred school(s) or where the child is eligible for free school travel assistance).

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The National Closing Date for applications for Reception class each year is 15 January each year.

<sup>2</sup> The National Offer Day for allocations for Reception class each year is 16 April each year. Where 16 April is on a Saturday or Sunday, National Offer Day will be the next working day.

### Late applications

Applications will be processed as late applications if received after National Closing Date but by the closing date for late applications published in Oxfordshire County Council's co-ordinated admissions scheme. Notifications for late applications will be sent by email or second-class post on Offer Day 2 (date published in Oxfordshire County Council's co-ordinated admissions scheme).

Late applications or changes of preference received after these dates will not be processed until late-June of the application year.

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

[www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules](http://www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules)

### **Over-subscription Criteria**

Even if a child already attends the nursery class at a primary school a new application must be made to start Reception year group in a primary or infant school for the first time [Paragraph 15.d) of the School Admissions Code 2021].

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan in which the school is named in Section 1 must always be admitted. For the normal admissions round this will reduce the number of places available for other children accordingly.

The oversubscription criteria below will be followed in descending order of priority.

1. Children who are “looked after” (LAC) by a Local Authority (LA) within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children (PLAC) [see explanation below] including those who appear (to the Admission Authority) to have been in state care outside England (IAPLAC) and ceased to be having been adopted [see explanation below]. Evidence of the previously looked after status and/or the adoption will be requested.
2. Children who live in the catchment area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
3. Children who live in the catchment area.
4. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment area.
5. All other children who do not live in the catchment area and also do not have a brother or sister on roll.

In all categories, 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 measured by Oxfordshire County Council on behalf of the Admission Authority.

### **Definition of a “parent”**

“Parent” is defined in law (Section 576 of the Education Act 1996) as either:

- (a) any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- (b) any person who has care of the child or young person.

### **“Looked After” children**

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 of the [Children Act 1989](#)) at the time of making an application to a school.

In Oxfordshire these are also known as Children We Care For (CWCF).

### **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 (defined in section 22 of the Children Act 1989) to include 'previously looked after' children. Children who were 'previously looked after' were defined for admissions purposes 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.

If applying on behalf of a “previously looked after” child the parent will need to provide the following evidence:

- 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.

### **Children who appear to this Admission Authority to have been in state care outside England and ceased to be in state care after being adopted (“internationally adopted previously looked after children” - IAPLAC)**

A further revised School Admissions Code came into force on 1 September 2021. The new Code further broadens the existing priority for 'looked after' children and 'previously looked after' children to include those children who appear to an Admission Authority to have been in state care outside England (in the School Admissions Code 2021 they are referred to as “internationally adopted previously looked after children” - IAPLAC), and ceased to be in state care as a result of being adopted. The Code regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Responsibility for determining whether a child is eligible to be considered as an IAPLAC rests with the Admission Authority. The Department for Education will publish and update non-statutory guidance on the admission of IAPLAC which will aim to assist and support Admission Authorities in assessing evidence provided by parents. If there is doubt about the acceptability of evidence provided by the parent the Admission Authority will seek advice from the Head of Oxfordshire's Virtual School. This Admission Authority will take a pragmatic approach to the decision-making process where evidence is lacking.

## **Catchment areas**

The catchment area will be available on the school website and/or the County Council's website. Living within the catchment area gives a higher priority for admission but there is no guarantee that a place will always be offered. There is also no guarantee that free school travel assistance will be provided to the catchment area school.

## **Brothers and sisters (siblings)**

For admissions purposes, a brother or sister is defined as one of the following:

- A brother or sister (both parents the same) living at the same home address; or
- A half-brother or half-sister (one parent the same) living at the same home address; or
- A step-brother or step-sister (sharing a parent who is married or in a civil partnership) living at the same home address; or
- An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

## **Time of Entry (siblings)**

Brothers or sisters need to be attending at the time of application and still attending at the time of the applicant child's intended 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 year group if their only brother or sister at the school is in Year 6 and who will have left by the time the younger child is due to start.

## **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 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 online which children are eligible for Service Pupil Premium (SPP) at:

[www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know](http://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know)

Parents will need to provide evidence of eligibility when they apply for school (for example, a copy of the military ID of the parent who makes the school application or a letter from a commanding officer confirming status).

## **Measuring distances from home to school – the straight line distance calculated by Oxfordshire County Council**

The straight-line distance from home to school will be calculated as set out below.

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 National Land and Property Gazetteer (NLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest metre and uses the British (all-numeric)

Co-ordinate System (Easting/Northing). 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 the front door of the Main Reception. The Admission Authority will ensure the County Council has this accurately plotted.

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/](http://getlatlong.net/) A straight line distance will then be calculated to the end point at the academy in statute miles using [www.nhc.noaa.gov/accalc.shtml](http://www.nhc.noaa.gov/accalc.shtml)

### **Random Allocation**

If the distance “tie break” produces an identical result for two or more applicants and these applicants live at different addresses and are not children of a multiple birth (see above), the Admission Authority will use random allocation to determine who will be offered a place.

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

The school is part of the coordinated in-year admissions process for Oxfordshire.

Applications for entry to other year groups at the school (Reception year group to Year 6) to start during the school year, can be made at any time. Usually applications will not be processed more than 6 school weeks or one half-term in advance of the intended start date.

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). The last date on which an application can be accepted for immediate entry during each school year will usually be the last school day in June of that school year.

Applications can be made via Oxfordshire County Council’s website:

[www.oxfordshire.gov.uk/schooltransfer](http://www.oxfordshire.gov.uk/schooltransfer)

Paragraph 2.30 of the School Admissions Code 2021 requires that the Admission Authority should aim to notify parents of the outcome of their application within 10 school days and must notify within 15 school days. The Admission Authority will work closely with the Council to ensure the Council is able to do this on its behalf.

### Offering a place

Usually, a place will be offered if there is a place available in the year group (the number of children in the year group is fewer than the operating number for that year group at the school). The operating number may be the PAN when that year group started Reception year at the school or It may be a different number if the PAN has changed or the school has had to organise in a way that means the admission of a further pupil would cause prejudice to the provision of efficient education of the children already there and/or the efficient use of resources.

If there are sufficient places in a year group and fewer applications than places, all applicants will be offered a place regardless of over-subscription criteria, home address and distance from home to school.

If there are places in a year group but the number of applications exceeds the number of places, those with the highest priority when applying the over-subscription criteria and the distance tie-break will be offered a place.

When a place is offered, a child is expected to start as soon as possible, unless the place has been offered during the previous term for a start at the beginning of the following term. In this latter case, the child is expected to start no later than the beginning of the term requested.

#### Refusing to offer

The Admission Authority will not refuse to offer a place if the number of children equals or exceeds the operating number for the year group unless to do so would prejudice the provision of efficient education of the children already at the school and/or the efficient use of resources.

If the Admission Authority decides such prejudice exists no applicants will be offered a place.

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

[www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules](http://www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules)

### **In-Year Admissions for Service Families**

The Admission Authority will work with the Council to ensure that arrangements support the Government's commitment to removing disadvantage for service children and will adhere to the Armed Forces Covenant. Applications for children of UK service personnel can be made at any time and will be processed as quickly as possible if accompanied by an Assignment Order or notification of an offer of Service Families Accommodation even if the requested start date is more than 6 school weeks or one half-term in the future.

### **Home address and changes of address**

#### **Starting school in Reception year group**

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 November when the application process opens until National Offer Day the following calendar year.

#### Changes of address

Changes of address which occur after the National Closing Date can be taken into account if proof of this change is provided no later than the date set down in Oxfordshire County Council's co-ordinated admissions scheme. See the Address proof section below for further information.

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 Admission Authority (and/or Local 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 Admission Authority will liaise with the Local Authority to consider whether the application was made on the basis of a fraudulent or intentionally misleading address. This may result in the offer of a school place being withdrawn.

The Admission Authority will liaise with the Council which will act as its agent when determining the home address that will be used for admissions purposes. The final decision will remain with the Admission Authority.

## **In-year applications**

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**

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 (see 'Address proof' below).

The Admission Authority will liaise with the Council which will act as its agent when determining the home address that will be used for admissions purposes. The final decision will remain with the Admission Authority.

### **Address proof**

If an application is made based on an intended change of address, confirmation will be needed. The Admission Authority (and/or Council) will 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 his/her Reception year, the Admission Authority may not accept the address for admissions purposes;**

or

- A copy of the **Council Tax Bill showing the same name(s) as on the school place application (CAF)**;

or

- A **letter from a new employer** (e.g. University college) where accommodation is being provided by the employer and is tied to the new post/job giving details of this new address;

or

- **Service Family Accommodation (New Quarter)** 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 – the address of the military base will be used for allocation purposes.

The Admission Authority will liaise with the Council which will act as its agent when collecting proof of address and determining the home address that will be used for admissions purposes. The final decision will remain with the Admission Authority.

### **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).

Where children spend time equally at more than one address the address used for admissions purposes should be the one registered and confirmed as the main address by the nursery/school. If it is not possible to establish the main address from the nursery/school records and the parents

state that the child spends 50% of time with each parent, the parents will be asked to agree which address will be used as the main address for admissions purposes or they will be required to have this determined legally via the Court.

The Admission Authority will liaise with the Council which will act as its agent when dealing with applications based on multiple addresses and determining the home address that will be used for admissions purposes. The final decision will remain with the Admission Authority.

## **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 catchment area) and this results in the denial of a place to a child with a stronger claim, the Admission Authority may withdraw the offer of the place. This follows the guidance in paragraphs 2.13 and 2.14 of the School Admissions Code 2021:

[2.13] An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period 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.

[2.14] 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 has 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 Admission Authority will liaise with the Council which will act as its agent when dealing with a potential or alleged fraudulent application. The final decision will remain with the Admission Authority whether to withdraw a school place offer.

## **Multiple Applications (Applicants unable to agree on the schools to be listed on the application)**

If parents cannot agree on the schools to list on the application and submit separate applications, the Admission Authority will ask the Council to write to all parties and request they reach agreement (using legal arbitration if necessary).

If agreement cannot be reached in a timely manner and this would risk no application being processed and the child being without a school place, the Council will process the application from the parent with the address registered and confirmed as the main address by the nursery/school. If it is not possible to establish the main address from the nursery/school records and the parents state that the child spends 50% of time with each parent, the parents will be asked to agree which address will be used as the main address for admissions purposes. If they cannot agree or a parent is unhappy with a decision made by the Council on behalf of the Admission Authority their recourse would be to seek an order from the Court.

## **“Shortest safe route” for school travel assistance assessments**

School place allocations will be determined using the straight line distance measurement (see above). However, the Council will also measure the shortest safe route from home to school in order to make a decision whether a child is eligible for school travel assistance.

More information is available on the Council website explaining how the shortest safe route will be measured.

[www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules](http://www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules)

[www.oxfordshire.gov.uk/schooltransport](http://www.oxfordshire.gov.uk/schooltransport)

## **School travel assistance**

Some children qualify for free travel assistance from home to school.

The Council does not accept responsibility for the provision or cost of free travel assistance to the catchment area school if it is not the closest suitable or nearest available school.

Where a child is eligible for free travel assistance, but spends time with different parents at different addresses, the Council will only accept responsibility for the provision and/or cost of free travel assistance from and to the registered home address.

The home to school transport policy is available online.

[www.oxfordshire.gov.uk/schooltransport](http://www.oxfordshire.gov.uk/schooltransport)

## **Admission to an older or younger age group**

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

In addition, the parents of a summer born child (born between 1 April and 31 August inclusive) may choose not to send that child to school until the following September after their fifth birthday and may request that they are admitted out of their normal age group – to the Reception year group rather than Year 1. Parents will need to use the form online to request this delay:  
[www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-reception-application](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-reception-application)

Any decision will be made on the basis of the circumstances of each case. This will include:

- taking account of the parent's views; and
- any information about the child's academic, social and emotional development; and
- whether they have previously been educated out of their normal age group; and
- the views of the head teacher of the school concerned.

When informing a parent of the decision about the year group to which their child should be admitted, the Admission Authority will give clear reasons for the decision. Where it has been agreed that a parent's request for the child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be:

- processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- considered against the determined admission arrangements only, including the application of oversubscription criteria where applicable.

The Admission Authority (and/or Council) will not give a lower priority on the basis that the child is not of the correct age.

Parents' statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school but it is not in their preferred age group.

## **In-Year Fair Access (IYFA) arrangements**

The In-Year Fair Access Protocol is part of the admission arrangements for the school. Sometimes this will require the school to admit a child even where a year group is operationally full.

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

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/schooladmission-rules-and-policies/admission-rules](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/schooladmission-rules-and-policies/admission-rules)

## **Waiting Lists**

The Admission Authority will commission the Council to hold waiting lists on its behalf for year groups where a place has not been offered.

Waiting List duration for normal phased transfer for starting primary for the first time in Reception  
For those applying through the normal admissions round for entry to the Reception year group, the Waiting List will be maintained from the next working day after the response date for Offer Day 2 set in the Council's co-ordinated admissions scheme until the end of June of their Reception year.

### Waiting List duration for other age ranges

In the case of those applying in year, the Waiting List will be maintained until the end of June of that school year. It will be possible to place a name on the list from 1 August, the beginning of the school year, and the list will be discontinued at the end of June each year.

### Operation of waiting lists

Children's names will remain on waiting lists until:

- a place is offered (even if that offer is not accepted); or
- the parent tells the Council in writing to delete their child's name from the waiting list; or
- the waiting list is deleted at the beginning of July each school year

The position on the waiting list is determined using the over-subscription criteria and distance tie-break only. It is not based on how long a child's name has been on the list. The position can change over time if new children are added who have a higher priority for a place and/or live closer or if other names are deleted from the list. If a place becomes available, it will be re-offered to the child

with the highest priority at that time; this may be a child on the waiting list or a new applicant. Sometimes the list does not change and some children are not offered a place and remain on the waiting list until it is deleted.

Children will not be automatically moved to a new waiting list for the following school year. A re-application will be necessary each year.

More information about waiting lists is published on the Council's public website.

[www.oxfordshire.gov.uk/continuedinterest](http://www.oxfordshire.gov.uk/continuedinterest)

## **Admission appeals/reviews**

There is a statutory right to an admission appeal should a child be refused a place at the school. The Trust uses the appeals service provided by the Council. Any appeal will be heard by an independent Appeal Panel (IAP). Information about the process is available online where appeals/reviews can be started.

[www.oxfordshire.gov.uk/schoolappeals](http://www.oxfordshire.gov.uk/schoolappeals)

### Infant Class-Size (ICS) reviews

If a place cannot be offered in Reception year group, Year 1 or Year 2, this will usually be because the admission of a further child would breach the ICS legislation detailed in the School Standards & Framework Act (SSFA) 1998 (as amended by subsequent acts).

[www.legislation.gov.uk/ukpga/1998/31/contents](http://www.legislation.gov.uk/ukpga/1998/31/contents)

The class would be above the thirty children per one teacher allowed in law if an extra child were to join the academy and the academy would have to use additional resources to make sure that it did not break the law. The powers of the IAP will be limited to a review and **a case could only succeed in very limited circumstances**.

- the admission of additional children would not breach the infant class-size limit; and/or
- the co-ordinated admission arrangements did not comply with admissions law (i.e. the mandatory requirements of Part 3 of the SSFA 1998 or the School Admissions Code) or were not correctly/impartially applied and the child would have been offered a place if the admission arrangements had complied or had been correctly/impartially applied; and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case, as defined by the narrow legal meaning of the word 'reasonable'.

Normally parents will be notified about the outcome of the appeal by the end of the day when the appeal is heard.

### Two Stage Prejudice Appeals

If a place cannot be offered in Years 3 to 6, this will usually be because the admission of a further child would cause prejudice to the provision of efficient education of the children already at the school or the efficient use of resources or both.

At the appeal, the Admission Authority will present the case why the admission of an additional child would cause prejudice. The IAP and/or appellants can question the evidence.

The IAP then decides, in private, if the case is proven and if the Admission Authority has complied with the mandatory requirements. The IAP can decide one of the following:

- the case is 'not proven.' This means the Admission Authority failed to prove there would be prejudice and all children appealing would be offered a place. The appeal ends at this Stage and there is no second stage; or
- the case is 'proven.'

If the IAP decides that the case is proven, the second (or balancing) stage starts. Parents can give their personal reasons in private why an exception should be made, and their child should be offered a place. After all parents have presented their personal cases, the IAP makes a further decision, again in private, whether any appeals should be upheld (whether the child(ren) should be given place(s) at the school).

Normally parents will be notified about the outcome of the appeal by the end of the day when the appeal is heard.

### **Determination**

Paragraph 1.49 of the School Admissions Code 2021 requires Admission Authorities to determine Admission Arrangements by 28 February each year regardless whether a consultation has taken place.

## **Objections**

Objections to these arrangements and rules can be made to the Office of the Schools Adjudicator by 15 May in the determination year.

[www.gov.uk/guidance/schools-adjudicator-make-an-objection-appeal-or-referral  
#objections-to-and-referrals-about-determined-school-admission-arrangements](http://www.gov.uk/guidance/schools-adjudicator-make-an-objection-appeal-or-referral#objections-to-and-referrals-about-determined-school-admission-arrangements)