

# **ADMISSION ARRANGEMENTS** **for Great Rollright C.E Primary School 2024/25**

**Determined by the Governing Body on 28 February 2023**

Last full consultation: 2018 (for 2020/21 policy)

Next full consultation due: 2025 (for 2027/28 policy)

**Great Rollright C.E. (VA) Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. 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 and its importance to the whole school community.**

As a Voluntary Aided school, we are responsible for our own admissions arrangements. We delegate some administrative aspects of admissions to our Local Authority, Oxfordshire County Council, under its Coordinated and In-Year Admissions Schemes. But ultimate responsibility for all admission policies and decisions rests with our Governing Body, which counts as our 'admissions authority' under the School Admissions Code (2021).

The governors have made every effort to ensure that the arrangements described in this document comply with the Code, and with all other relevant legislation, including that on infant class sizes and equal opportunities. Objections to these arrangements can be made to the Office of the Schools Adjudicator by 15 May 2023.

## **Admission to the 2024/25 Reception Year**

There will be 15 places available. (This is our 'Published Admission Number' or PAN.)

Parents (see Note 1) wishing to apply for a place must complete the common application form provided by the local authority in which the child's 'normal home address' is located, normally at the time of application (see Note 4). (In what follows we will call this LA the Home LA, and refer to Oxfordshire County Council as the School LA.)

The application form should be returned to the Home LA no later than 15 January 2024. In the absence of extenuating circumstances, applications received after this date will only be considered after all those received on or before the cut-off date, making an offer of a place much less likely.

Once applications have been made to Home LAs, these will be collated by the School LA under its Coordinated Scheme, but offers or refusals of a place at Great Rollright will be the responsibility of the Governing Body.

If there are fewer or an equal number of applicants compared to places by the cut-off date of 15 January, every applicant will be offered a place.

If there are more applicants than places by 15 January, the Governing Body will allocate its offers according to the principles described in General Policies for All Admissions below (see, in particular, sections on *Children with EHCPs*, *Over-Subscription Criteria*, and *Multiple Births*).

The first round of offers and refusals of places will be posted back to parents by their Home LA on 16 April 2024.

Parents who are refused a place at this (or any other) stage will be informed:

- of the reason for refusal
- how to join the Continued Interest List for the school maintained by the school LA
- how to appeal the decision under the School Admissions Appeal Act (2012).

If places remain or become available after the first round of offers in April, and up to the close of the Continued Interest List in June 2025, offers of places in the Reception class will continue to be made, from late applications and the Continued Interest List, according to the principles described in General Policies for All Admissions below.

Occasionally, our policies for offers, or successful appeals of our decisions, will result in more places being offered than our PAN, but in no case will we allow the number of offers to violate statutory requirements on infant class sizes.

### **Eligible Children**

Pupils are normally admitted to Reception in the school year (1 September – 31 August) in which they will reach their 5th birthday. For the 2024/25 Reception class, these will be children born between 1 September 2020 and 31 August 2020.

For admission of children younger or older than this to the 2024/25 Reception class, please see the *Admission Outside Normal Age Group* section in General Policies for All Admissions below.

### **Deferred Entry to School**

If a place in the 2023-24 Reception class is offered and accepted, attendance is not legally compulsory until the child has reached statutory school age (which happens *after* their 5th birthday). Before that, parents have the right to request that their child attend part time or not at all. Their place in the Reception class will be held until April 2024. Here are the choices in more detail, according to the child's birthday:

Children born between . . .	Can start school ...	Must start school . . .
1 September 2019 and 31 December 2019	September 2024 (part time or full time)	January 2025 (full time)
1 January 2020 and 31 March 2020	September 2024 (part-time or full time) or January 2024 (part-time or full time)	April 2025 (full time)
1 April 2020 and 31 August 2020 (‘Summer Born’)	September 2024 (part time or full time) or January 2024 (part time or full time) or April 2024 (part time or full time)	September 2025 (full time)  Note that the child's place at Great Rollright will not be held past April 2025, so reapplication will be necessary. Also, the child will need to start in Year 1 unless the Governing Body has given specific permission to start in Reception. Please see section on <i>Summer-Born Children</i> below.

If a parent requests that their child attend part-time before statutory school age, details of the days and times of attendance must be agreed in advance with the Headteacher.

### ***Entry of Summer-Born Children to Reception***

As shown in the table on the previous page, parents of children born between 1 April and 31 August 2020 have the option of accepting a place in the 2024/25 Reception class, and then requesting that their child delay starting school until January or April 2025, in which case the school will hold the place open for them.

However, if they wish their child to defer reception for a full year and be admitted to the 2025/26 rather than 2024/25 Reception class, they are strongly advised to secure permission for this in advance.

That is, they should apply as usual for the 2024/25 Reception class through their Home LA (see above) by 15 January 2024, but at the same time submit their Home LA's form to request deferred entry for a summer-born child. The latter will be passed to the admissions authorities for each of the schools named on their application. These admissions authorities will consider whether or not to permit an out-of-age-group application for that child to the 2024/25 Reception class, and will make their decision by 16 April 2024. At Great Rollright, the Governing Body (our admissions authority) will deal with this request according to the policy described in the *Admission Outside Normal Age Group* section in General Policies for All Admissions below.

If one or more of the named schools grants permission for an out-of-age-group application for the 2024/25 year, the parent should:

- Withdraw their application for a place in the 2024/25 Reception Class
- Reapply in the normal way by 15 January 2025 for the 2025/26 Reception Class, naming the schools from which they have secured permission. Note that advance permission to make an out-of-age group application by our Governing Body (or the admissions authority for any other school) does not constitute a guarantee of a place and does not add weight to the application. The application will be treated exactly the same as normal-age-group applications that year. In the case of our school, it will be subject to all the General Policies for All Admissions below, including our usual over-subscription criteria.

If none of their named schools grants permission for an out-of-age-group application, the parent can

- Proceed with their application for the 2024/25 Reception class at those schools, OR
- Withdraw that application and apply in June of 2025 to start Year One in 2025/26. (Applications for 2025/26 are not covered in this document, but arrangements for applications to Years 1-6 in that year are expected to be broadly similar to those for 2024/25, which are described on the next page.)

Note that there is no statutory right of appeal if a school offers a place, but not in the parent's preferred age group. However, a parent will have recourse to the school's general Complaints Policy.

### ***In-year applications to Reception***

Parents wishing to apply to for a place in the 2024/25 Reception class after the first day of the first term in September 2024 should follow the process described for Admissions to Year 1-6 for 2024/25, below.

## **Admission to Years 1 to 6 for 2024/25**

**Please note that the school does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.**

The governing body delegates the coordination of admissions to Years 1 to 6 to the School LA through its voluntary 'In-year' scheme.

Parents wishing to apply for a place in Years 1 to 6, whether to start in September or at a later point in the academic year, must complete the form 'Transferring or Moving School' provided by the School LA (Oxfordshire). This is true even if the child's 'normal home address' is in a different LA.

If the application is the result of a planned house move, the new address may count as the child's 'normal home address' for the purposes of the application, if appropriate documentation can be provided (see Note 4).

Any request that the child be offered a place in a year group higher or lower than the usual one for their age group should be made to the School LA at the same time as the application to the school. These requests will be dealt with by the Governing Body according to the policy described in the *Admission Outside Normal Age Group* section of the General Policies for All Admissions below.

The School LA does not permit applications more than a half-term ahead of the desired date of entry (based on a three-term year). For example, applications to Year 1 through 6 for September 2024 will be permitted no earlier than June 2024, and applications for Year 1 through 6 for second autumn half-term in 2024 will be permitted no earlier than September 2024, etc. For exact dates on when applications open, and processing times, parents should contact the School LA.

Once applications have been made to the School LA, offers or refusals of a place at Great Rollright will be the responsibility of the Governing Body, which will delegate these decisions to its Admissions Committee. The main factor to be considered by the Admissions Committee is whether the admission of another child would prejudice the provision of efficient education or the efficient use of resources. Normally, at our school, this threshold is reached when there are 15 children in the year group.

If the admission of another child would prejudice provision, the new application will normally be rejected, except in some special circumstances (for details, see General Policies for All Admissions below – examples include children with an EHCP naming the school, or who qualify under the Fair Access Protocol).

If the admission of another child would not prejudice provision, and there are fewer or an equal number of new applicants/ children on the Continued Interest List than there are available places, then every applicant/child on the Continued Interest List will be offered a place.

If the admission of another child would not prejudice provision, and there are more new applicants/children on the Continued Interest List than there are available places, then offers will be allocated according to the General Policies for All Admissions below.

Parents who are refused a place at any stage will be informed:

- of the reason for refusal
- how to join the Continued Interest List for the school maintained by the School LA
- how to appeal the decision under the School Admissions Appeal Act (2012).

Parents will be informed of the outcome of their application in writing by the School LA within 15 school days, and normally within 10 school days.

## **General Policies for All Admissions**

The policies in this section, unless otherwise noted, apply to all applications for entry to the 2024/25 school year, including:

- applications to Reception made by 15 January, 2024 (the 'main admissions round')
- later applications to Reception, including those made after the 2024/25 school year has begun
- applications to Years 1 through 6 to start in September 2024
- applications to Years 1 through 6 to start later in the 2024/25 school year

### ***Applications with an EHCP***

All applications for children with an Education, Health and Care Plan (EHCP) naming Great Rollright School will always be accepted and a place offered, even if that means exceeding the PAN in Reception or the normal limit of 15 children in other year groups.

### ***Fair Access Protocol***

The school participates in the School LA's Fair Access Protocol. This relates to children who, at any point after the main admissions round to Reception, have no place on the roll at any school, for one of a range of qualifying reasons (including, for example, a late house move, being excluded from a school, parental neglect, etc.)

Children qualifying under the Fair Access Protocol may be offered a place by the Governing Body even if this means exceeding the normal limit of 15 children for the year group. They also take priority over other applicants, or children on the Continued Interest List, regardless of their ranking according to the over-subscription criteria below. (The Fair Access Protocol does not apply to the main admissions round.)

### ***Over-Subscription Criteria***

If, after any offers have been made as described in the previous two sections, there is still greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- i Looked-after children, or children who were previously looked after (or, if outside of England, in state care) but ceased to be so when they were adopted, or became subject to a child arrangements or social guardianship order. (See Note 2)
- ii Families who have exceptional medical or social needs that make it essential that their child attends Great Rollright School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
- iii Children with a normal home address (See Note 4) in the catchment area (see map and Appendix at the end of this document) and with a sibling (see Note 5) on the roll of the school (or with an accepted offer of a place at the school) at the time of application, and who is expected still to be in attendance at the time of entry to the school.
- iv Children with a normal home address in the catchment area (see map attached).
- v Children with a normal home address outside the catchment area (see map) and with a sibling on the roll of the school (or with an accepted offer of a place at the school) and who is expected still to be in attendance at the time of entry to the school.
- vi Other children.

Proximity of the child's home, as measured by the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vi should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted on the Governing Body's behalf by the School LA (see Note 7).

Information about how many places were offered under each criterion in recent years can be found on the Admissions page of the school's website.

### ***Multiple births***

When applying our over-subscription criteria, in cases where the next child on the list is a twin, triplet, etc of the last child admitted, the Governing Body will admit both children (and all the children in the case of other multiple births) even if this means exceeding the PAN in Reception or the normal limit of 15 children in other year groups.

### ***Continued Interest List***

The School LA will maintain a Continued Interest List for each year group at the school. Parents whose child is refused a place in any year group, at any point in the year, will be informed how to have their child's name added to this list. The order of priority on this list will be entirely determined by the school's Over-Subscription Criteria (see above), not by the date on which an application is received.

The list will be kept until June 2025; at this time parents who would still like their children to be considered for places in the year group must make a fresh application for September 2025 and, if not successful, may opt to be put on the new Continued Interest List for 2025/26.

Note that occasionally children will be admitted ahead of the highest priority child on the Continued Interest List: for example, as the result of a successful appeal, or if there is a new applicant of higher priority, or with an EHCP naming the school, or who qualifies under the Fair Access Protocol.

### ***Admission Outside Normal Age Group***

When applying to the school, parents may request that their child be admitted to a different year group (higher or lower) than the usual one for their age. This request must be submitted to the relevant LA alongside the standard application to the school.

It is expected that the majority of such requests will be requests by parents of summer-born children that they join a lower year group (see *Summer-Born Children* section above). But parents may also request a lower year group if, for example, the child has missed school due to prolonged ill health; or they may request a higher year group if, for example, the child is gifted and talented.

Decisions about these requests will be delegated by the Governing Body to the Admissions Committee. Its decision will be based entirely on the circumstances of the particular case, and on its judgement of what would be in the best interests of the child concerned. It will take into account:

- parents' views
- information about the child's academic, social, and emotional development
- where relevant, the child's medical history (including premature birth) and the views of medical professionals
- whether the child has previously been education outside of their usual age group
- the views of the headteacher

The Admissions Committee will handle these requests in a timely fashion, and will inform the parent clearly of the reasons for their decision.

If the request to apply to a different year group is approved, this does not guarantee a place, or add any weight to the application. The application will be treated exactly like any other application for that year group and will be subject to all the policies described in these arrangements (including the Over-Subscription Criteria).

Note that there is no statutory right of appeal if the child is offered a place at the school, but not in the requested year group. However, in such a case a parent can have recourse to the school's Complaints Policy.

### ***Withdrawal of offers***

The Governing Body will not withdraw any offer it has made, unless:

- the parent has not responded in a reasonable amount of time, and after being given at least two opportunities to do so; OR
- the offer was obtained through a fraudulent or intentionally misleading application, and as a result the school has denied a place to a child with a stronger claim.

In the second case,

- the offer can be withdrawn even after the child has started at the school, but the Governing Body will take account the length of time the child has been at the school, and in general will not withdraw an offer if the child has been at the school for more than one term.
- the parents will be given the opportunity to resubmit their application with correct information, and if the offer is then refused, they will have the usual right of appeal.

### ***Appeals***

Any parent whose application is refused has the right to appeal the decision to an Independent Appeals Panel, as set out in the School Admission Appeals Code (2012). The Governing Body is responsible for appointing the panel and organising the hearing.

The school will publish the timetable and procedure for hearing appeals relating to the 2024/25 main admissions round on its website by 28 February 2024.

In general, appeals relating to the refusal of applications to Reception in the main admissions round will be heard within 40 school days of the date on which the parent was notified of the decision. Appeals relating to late applications to Reception, or applications to other year groups, will be heard within 30 school days of the notification date.

Note that, if an appeal is unsuccessful, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

## **Notes**

**Note 1** 'Parent' is defined in law (The Education Act 1996) as either:

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

If you are in any doubt, please contact the school for advice.

**Note 2** By a 'looked-after child' we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. We will regard a child as having been 'in state care' outside of England if we see evidence that the child was in the care of, or was accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 'Adopted' children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

When applying under criterion i, parents must include evidence to show that the child is looked after, was previously looked after in England, or previously in state care elsewhere (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3** When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Great Rollright School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.



We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the School LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

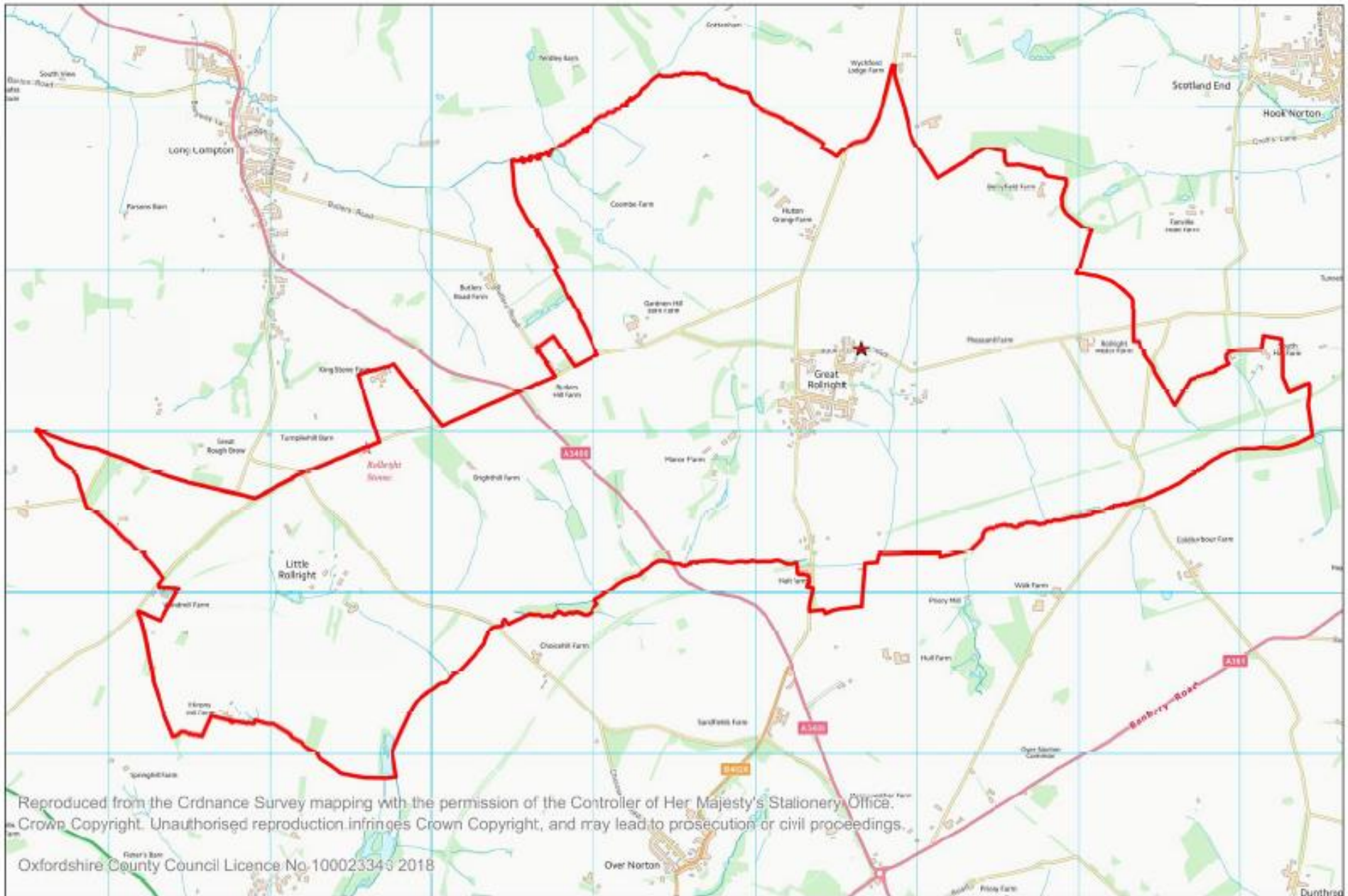
If a family is about to move house at the time of application but hasn't yet done so, the new address can be used for the purposes of the application if evidence can be provided, such as documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months (and which will still be in force at the proposed date of starting school). (Armed Forces personnel who are moving as the result of a new posting, or crown servants returning from overseas, are exempt from this requirement. For them, an official letter with a relocation date, and some evidence of their intended address or a request that the Armed Forces Unit's address be used in the meantime, will be sufficient.)

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6 The straight-line distance used to determine proximity of the home to the school will be measured by Oxfordshire County Council on behalf of the Admissions Authority. The start point of the measurement will be the geographical placement of the address (address point using the Easting/Northing British Co-ordinate system) as available to Oxfordshire Council from data supplied by Ordnance Survey. This placement is accurate to 10 centimetres. The end point of the measurement has been determined by the school to be the front access pedestrian gate using the same Ordnance Survey data. The measurement will be in miles and will be accurate to 3 decimal places (1.6 metres).

Note 7 The School LA will administer the independent process of random allocation on behalf of the Admissions Authority in the event that two distances are identical.

# Location and catchment area for Great Rollright Church of England Primary School



## APPENDIX

The catchment area of the school (see map) follows postal rather than parish boundaries. As a result, the following addresses are outside the Civil Parish of Great Rollright, but still within the catchment area of the school. All have a postal address of Great or Little Rollright.

### *In Hook Norton Civil Parish:*

Berryfield Farm, Hook Norton Road, Great Rollright, Chipping Norton, OX7 5SD  
Berryfield Farm Cottage, Hook Norton Road, Great Rollright, Chipping Norton, OX7 5SD  
Duckpool Farm, Hook Norton Road, Great Rollright, Chipping Norton, OX7 5SF  
South Hill Farm, Hook Norton Road, Great Rollright, Chipping Norton, OX7 5SG  
South Hill Farm Barn, Hook Norton Road, Great Rollright, Chipping Norton, OX7 5SE

### *In Long Compton Civil Parish (Warwickshire):*

Butlers Hill Farm, Great Rollright, Chipping Norton, OX7 5SJ  
Butlers Hill Farm Bungalow, Great Rollright, Chipping Norton, OX7 5SJ  
King Stone Farm, Little Rollright, Chipping Norton, OX7 5QB  
Saffron Heights, Little Rollright, Chipping Norton, OX7 5QB  
Toll House, Little Rollright, Chipping Norton, OX7 5QB

### *In Over Norton Civil Parish:*

Guddlebrook One, Great Rollright, Chipping Norton, OX7 5RE  
Guddlebrook Two, Great Rollright, Chipping Norton, OX7 5RE  
Halt Farm, Great Rollright, Chipping Norton, OX7 5RE  
Halt Farm Cottage, Great Rollright, Chipping Norton, OX7 5RE  
Rollright Halt, Great Rollright, Chipping Norton, OX7 5RE  
Valley View Bungalow, Great Rollright, Chipping Norton, OX7 5RE

### *In Salford Civil Parish:*

Hirons Hill Farm, Hirons Hill, Little Rollright, Chipping Norton, OX7 5QE  
Linhay Barn, Hirons Hill, Little Rollright, Chipping Norton, OX7 5QE  
Taylor Hill Farm, Hirons Hill, Little Rollright, Chipping Norton, OX7 5QE  
Twinbrook Farm, Hirons Hill, Little Rollright, Chipping Norton, OX7 5QE