

Sires Hill Primary Academy admission arrangements for September 2024

Introductory statement

Sires Hill Primary Academy is a brand-new school situated in North East Didcot. The school is planned to open in September 2023 and in the second year (2024/25) will accommodate 30 children in Reception

The school has high expectations of everyone in the school community and we challenge all our children to succeed, whilst supporting them every step of the way. We believe that early mastery of the core basics is essential and teach phonics, reading, writing, and mathematics on a daily basis.

We believe in teaching children to be creative, independent, problem-solvers and immerse them in music, sports and arts to stimulate their love of learning. Our ultimate goal is to ensure children are happy and achieve their full, academic potential. We do not do this alone so we fully expect parents to be part of their children's school life.

Admission number(s)

The school has an admission number of 30 for entry in year Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

The local authority will process applications for co-ordinating school offers. Apply at <https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/reception-applications>

The closing date for applications is 15/01/2024

Offers will be made on 19/04/2023. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

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 'Previously Looked After Children']

footnote below] including those who appear to Omnia Learning Trust to have been in state care outside England (IAPLAC) and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.

2. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
3. Priority will next be given to the siblings of pupils attending the school at the time the application is received [where an older sibling is in year 6 siblings will not be prioritised under this criterion].
4. Any other children

Tie-break

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

Random allocation undertaken by the Local Authority will be used as a tie-break in categories 2-4 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules, and exceed our PAN.

Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of

normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

In-Year Admissions

Applications outside of the normal admissions round must be made to Oxfordshire County Council and will be dealt with in accordance with the In-Year scheme. Any applications will be considered by the County Council using the school's published admission criteria. Please contact the academy for further details about In-Year admissions.

Appeals against the Governing Body's decision to refuse admission

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes [YR to Y2] are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- the admission of additional children would not breach the infant class size limits, or
- the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals will be heard by an Independent Appeals Service.

Appeals for admission in September 2023 will be heard during June/July 2023. Appeals must be made by May 31st 2023 to County Council.

False Information

Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent the offer of a place will be withdrawn.

Fair Access Protocol

The Fair Access Protocol is part of the admission arrangements for all schools in Oxfordshire and Didcot Primary Academy will operate as a part of the Protocols.

Data Handling/Sharing

When children leave or join Didcot Primary Academy (including in-year transfers), all files (including child protection files) will be transferred in accordance with best practice guidance stipulated in KCSIE 2022.

Safeguarding

The Local Authority will share information with the school when children being admitted to the pupil roll have a social worker and this information will also be requested by the school on the pupil information form. This information will be used to ensure that decisions will be made in the best interest of the child's safety, welfare and educational outcomes.

Definitions

“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(1) 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 (defined in Section 22(1) of the Children Act 1989) to also 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 adoption¹, residence, or special guardianship order².

A revised School Admissions Code came into force on 19 December 2014 and this states that 'previously looked after' children included 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 order³.

If applying on behalf of a "previously looked after" child, who was previously in state care in England, 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 was agreed in July 2021 and this comes into force from 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. Subject to ministerial approval, the Department for

¹ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) or an order under the Adoption and Children Act 2002 (see Section 46 adoption orders).

² 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/s.

³ A 'child arrangements order' is an 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 as amended by Section 14 of the Children and Families Act 2014.

Education plans to publish non-statutory guidance on the admission of IAPLAC. This guidance 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 advice will be sought from the Head of Oxfordshire's Virtual School. This Admissions Authority will take a pragmatic approach to the decision-making process where evidence is lacking.

Home address – Starting Primary School (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 of the year in which the child has his/her 4th birthday until National Offer Day on 16 April (or next working day) the following calendar year.

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 (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 Admissions Authority (or Local 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.

Oxfordshire County Council will act as the agent for the academy to establish 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 which will be used for admissions purposes will be the one registered for child benefit. The Admissions Authority (and/or Local Authority) will request proof of the registered address, which must pre-date the application.

Oxfordshire County Council will act as the agent for the academy to establish the address which will be used.

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 Admissions Authority (and/or Local Authority) will only consider the application made by the parent who receives Child Benefit for that child.

If a parent is unhappy with this decision their recourse would be to seek an order from the Court.

“shortest safe route” for home to school travel assistance assessments

This is measured from the same start point defined in the straight line distance measuring rules (see above). From the start 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 ITN has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information used by internet-based mapping solutions (e.g. Google Maps). However, the Council 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.). The augmented ITN used by the Council 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 route is the nearest open gate of the academy first arrived at from the direction of travel that is officially available for use by students for entry and exit to the academy site at the start and end of the school day. The location of these gates has been set by the Admissions Authority. The Council consults with the Admissions Authority annually to ensure accurate placement of gate(s) and their availability for use.

The shortest safe route is established using an algorithm within the bespoke software used by the Council. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the Council’s database (ONE) which is supplied by Capita Children’s Services (www.capita-cs.co.uk).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accurate reading up to 1.609344 metres.

The shortest safe 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 safe route is also not necessarily a walking route because, for example, where the measurement uses a road, the route is along the centre of the road not along the edge (pavement or equivalent) of the road. In calculating the shortest safe route, certain parts of the network of roads and/or paths have been specified

as unsafe and the route will use an alternative which will be longer. This longer distance will be used to determine whether a child is eligible for free home to school travel assistance.

Other measuring systems may give a different measurement but the Council cannot take a measurement from another measuring system into account because this would lead to inconsistency in the method used to measure the shortest safe route and determine a child's eligibility for free home to school travel assistance.

Home to 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 designated area school if it is not the closest or nearest available school and is over the statutory walking distance or where the route is assessed to be unsafe for a child to walk accompanied by a responsible adult as appropriate.

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

[The home to school transport policy is available online.](#)