



Sires Hill
PRIMARY ACADEMY

Admissions Arrangements for Entry in September 2028

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.



Admission numbers

Sires Hill Primary Academy opened in September 2023. The published admission number for the school is:

- 30 places in Reception – children born between 1 September 2023 and 31 August 2024

When the school is oversubscribed, in accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan in which the school is named in Section I must always be admitted¹.

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

- a) Children who are “looked after”² (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” children³ (PLAC) [see footnote below] including those who appear to this Admissions Authority to have been in state care outside England (IAPLAC)⁴ and ceased to be in state care having been adopted [see footnote below]. Evidence of the previously looked after status and/or the adoption will be requested.
- b) Children of teaching staff employed at Sires Hill Primary Academy, whether full-time or part-time, where the member of staff has been employed at the Academy for two or more years at the time the application for admission is made; or where the member of teaching staff has been recruited to fill a vacant post at the Academy for which there is a demonstrable skill shortage.
- c) Children who have a brother or sister living at the same home address who is on roll at Sires Hill Primary Academy at the time of application and is expected still to attend at the time of entry. A sibling in Year 6 who will leave before the child starts does not qualify.
- d) Children whose home address lies within the designated (catchment) area shown on the map published with these arrangements on the Academy website.
- e) Any other children.

¹ An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. Therefore, this is not an oversubscription criterion.

² A 'looked after child' is a child who is either (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school

³ Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

⁴ The 2021 School Admissions 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.



Tie break Criteria

If the final available place is offered to one child from a multiple birth, the other child or children from that birth will also be offered places, even if this exceeds the published admission number, as permitted by the infant class-size rules.

For admission priority, Oxfordshire County Council will measure a straight line from the Ordnance Survey address seed point of the child's home, expressed in British National Grid eastings and northings, to the fixed point at the Huxley Drive pupil entrance to Sires Hill Primary Academy, British National Grid Easting 453221.2 metres and Northing 191500.4 metres. The distance will be calculated in metres from those coordinates using the Pythagorean method. It is a straight-line measure and not the shortest walking or safe travel route. The Trust will confirm the fixed school end point with Oxfordshire County Council before applications are ranked.

Where more applicants qualify within one oversubscription category than there are available places, priority will be given to the child with the shortest straight-line distance to the Academy, calculated as set out in this tie-break section. Where two or more applicants cannot be separated by that measure, the final place will be allocated by a random draw supervised by a person independent of the Academy. A fresh draw will be held for any tied applicants when a waiting-list place is offered.

How to apply for a place

Parents must apply through the coordinated admissions process of the local authority in which the child lives, even if the Academy is in another local authority area. Applications should be submitted by the closing date published in that authority's admissions timetable. Offers of Reception places will be made by the child's home local authority on the national primary offer day, **16 April 2028** or the next working day, in accordance with its published timetable

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). Please refer to the definitions section of this document for further information about home address, how cases of multiple addresses and multiple applications will be dealt with and the penalties for submitting false information.

It is advisable to keep a copy of the form before submitting it. All late applications will be considered after those received on time.

All applicants will be notified on **16 April 2028 or next working day** in line with the Local Authority timetable as to whether the school is able to offer a place or not. Unsuccessful applicants will be sent details of the appeals procedure and will be placed on an order of priority waiting list using the over-subscription criteria set out in this document.

Designated (Catchment) Areas

The boundary of the designated (catchment) area will be shown on a map published on the Sires Hill Primary Academy website with these arrangements. Children whose home lies on the boundary will be treated as living within the area. Living within the area gives priority under the criterion above but does not guarantee a place. The Trust must confirm the final boundary before these arrangements are determined.



Sires Hill

PRIMARY ACADEMY

Waiting Lists

Oxfordshire County Council will maintain waiting lists on behalf of the Trust for Reception and any other year group in which applications exceed available places. Each list will be ranked solely under these oversubscription criteria, reordered when a child is added or removed, and kept until the last day of the summer term of the relevant school year. A place on a waiting list does not guarantee admission and does not affect the right to appeal. The Trust will publish how parents can request continued consideration in a later school year.

Late Applications

Any late applications made direct to the academy will be forwarded to the LA immediately. All late applications will be considered after those received on time.

In-Year Admissions

Applications for a place outside the normal admissions round should be made through Oxfordshire County Council's in-year admissions process. The Trust, as the Academy's admission authority, will apply the Academy's published oversubscription criteria where necessary. Parents will receive a written decision and, if a place is refused, the reason and information about their right of appeal.

Deferred entry for infants

A child offered a Reception place is entitled to a full-time place from September following their fourth birthday. Parents may defer their child's start until later in that school year, but not beyond the date the child reaches compulsory school age or the beginning of the final term of that school year, whichever is earlier. Parents may also choose part-time attendance until their child reaches compulsory school age.

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 admission to a year group outside their child's normal age group. They should send their request, with reasons and any supporting information they wish the Trust to consider, to the Principal of the Academy. Parents of summer-born children who wish to delay entry until the September following their child's fifth birthday and request a Reception rather than a Year 1 place are encouraged to make their request in good time for a decision before the closing date of the relevant Reception application round. Parents are not required to obtain medical evidence to make a request

Omnia Learning Trust, as the admission authority, will decide each request on its individual merits and in the child's best interests. It will consider the parents' views; information about the child's academic, social and emotional development; relevant medical history and professional views where provided; whether the child has previously been educated outside their normal age group; whether premature birth may have placed the child in a different age group; and the views of the Academy's Principal. The Trust will tell parents its decision and give clear reasons.



Sires Hill

PRIMARY ACADEMY

Agreement to admission outside the normal age group does not guarantee a place at the Academy. If the Trust agrees that a child may apply for Reception outside their normal age group, that application will be considered alongside other Reception applications under the published oversubscription criteria, without being given lower priority because of the child's age. If the Trust refuses an age-group request, parents may apply for a place in the child's normal age group. Parents may appeal against a refusal of a school place, but there is no statutory appeal solely against a decision about the year group of admission.

Appeals against a decision to refuse admission

Parents whose application is refused have the right to appeal to an independent appeal panel. Omnia Learning Trust is responsible for arranging the appeal and may use Oxfordshire County Council to administer it. The appeals timetable, including how to lodge an appeal, will be published on the Academy's website by 28 February each year. Parents will have at least 20 school days from notification of refusal to lodge an appeal. Appeals submitted after the published deadline will still be heard in accordance with the published timetable.

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.

Fair Access Protocol

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

Data Handling/Sharing

Safeguarding records will be transferred in accordance with the current edition of *Keeping Children Safe in Education* and applicable data-protection requirements.

Safeguarding

Information about a child's safeguarding needs, including whether the child has a social worker, will be shared and used in accordance with applicable safeguarding and data-protection requirements to support the child's admission and education. It will not be used to rank applications or refuse a place except where a specific statutory admissions provision applies

Definitions



Sires Hill PRIMARY ACADEMY

“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 adoption⁵, residence, or special guardianship order⁶.

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 order⁷.

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)

⁵ 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).

⁶ 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.

⁷ 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.



Sires Hill

PRIMARY ACADEMY

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 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.

For admission priority, a sibling is a brother or sister with both parents in common, a half-brother or half-sister with one parent in common, a stepbrother or stepsister whose parents are married or in a civil partnership, or an adopted brother or sister, provided the children live at the same home address.

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.

Parents must promptly notify their home local authority, and the Trust where relevant, of any change to the child's home address after applying. The Trust may ask for evidence where an address affects priority under the oversubscription criteria. If information supplied in an application appears inaccurate, the Trust will establish the facts before deciding what address should be used or whether any offer may lawfully be withdrawn.

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.

An offer of a place may be withdrawn only where it was made in error, a parent has not responded within a reasonable period after being given a further opportunity to do so, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. If an offer is withdrawn because of misleading information, the application will be considered afresh and, if a place is refused, parents will be given a right of appeal. Once a child has started at the Academy, a place may be



Sires Hill

PRIMARY ACADEMY

withdrawn only if it was fraudulently obtained; the Trust will take account of how long the child has attended

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 the child spends equal time at more than one address, the address registered and confirmed as the child's main address by their nursery or school will be used. If that cannot be established and the parents cannot agree on the address for admissions purposes, they may need a court order resolving the matter.

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)

Where people with parental responsibility dispute an application, the Trust will refer the matter to Oxfordshire County Council, which administers the application, and follow its published parental-disputes process and any relevant court order.

Parents may seek independent legal advice or a court order where a dispute about parental responsibility or school choice cannot be resolved.