Admission arrangements and over-subscription criteria for 1 September 2028 to 31 August 2029

Last consultation	6th November to 18th December 2026
Determined	January 2027
Determined by	Trust Board
Review	Annually, October each year

Introduction

Heyford Park School is a free school. EPA Trust (epa-mat.org/) is responsible for admissions decisions. The Trust and Academy Committee will work closely with Oxfordshire County Council and will use the council as their agent to collect and process applications for places on their behalf.

EPA admissions are always set within the legal guidance provided by the DfE, Oxfordshire County Council and for Church schools, The Diocese of Oxford.

Published admissions number (PAN) for Heyford Park School

The PAN for entry to Reception year group each school year will be 60.

Children entering Heyford Park School at the Reception stage will be doing so under the explicit understanding that the school is "all-through" and that there will be no need for a new application to move up into Year 7 at the transition from primary to secondary phase.

The operating number for Year 1 to 6 of the primary phase will be 60.

The PAN for entry to Year 7 each year will be 30.

Inclusive of the 60 children in Year 6 the total intake for Year 7 each year will be 90. Where there are fewer than 60 children in Year 6, the school may be able to offer places in excess of the 30 places available for external applicants subject to the maximum limit of 90 for each Year 7 cohort.

Table 1: Operating numbers in the secondary phase from September 2026

Academic year	**Year Group**				
	7	**8**	**9**	**10**	**11**
2026-27	90	90	60	60	60
2027-28	90	90	90	60	60
2028-29	90	90	90	90	60
2029-30	90	90	90	90	90
2030-31	90	90	90	90	90

1. Coordination of admissions for the normal admissions round (Starting Reception year for the first time)

The school is part of the coordinated admission process for Oxfordshire for children starting primary school for the first time in Reception year group each school year. Children generally start school in the September after their 4th birthday.

Applications must be made by 15th January of the previous school year. Applications made after this date will be considered to be late. Applications can be made online by using the link on Oxfordshire County Council's website www.oxfordshire.gov.uk/primaryadmissions or on paper.

Online applicants will receive an email on 16th April of the same school year in which the application is made (or next working day). This may be the only official notification sent by the Council on behalf of the school. For other online applications (e.g. those not offered their first preference school) and those who applied on paper by 15th January, a notification may be by email and also sent by second-class post on 16th April (or next working day).

Applications received after 15th January but by the closing date for late applications published in Oxfordshire County Council's co-ordinated admissions scheme will be processed as late applications. Notifications for late applications will be sent by email and/or by second-class post on the date published in Oxfordshire County Council's co-ordinated admissions scheme (early-June of the application year).

Late applications or changes of preference received after the late closing date for applications published in Oxfordshire County Council's co-ordinated admissions scheme will not be processed until after the response date for late applications (late-June of the application year).

The full scheme is available on the Council's website

www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

2. Coordination of admissions for the normal admissions round (Starting Year 7 each September)

The school is part of the coordinated admission process for Oxfordshire for children starting secondary school for the first time in Year 7 each year.

Children generally start secondary school in the September after their 11th birthday. Applications must be made by 31st October of the Year 6 school year. Applications made after this date will be considered to be late. Applications can be made online by using the link on Oxfordshire County Council's website www.oxfordshire.gov.uk/secondaryadmissions or on paper.

Online applicants will receive an email on 1st March of the child's Year 6 school year (or next working day). This may be the only official notification sent by the Council on behalf of the academy. For other online applications (e.g. those did not offer their first preference school) and those who applied on paper by 31st October, a notification may be by email and also sent by second-class post on 1st March (or next working day).

Applications received after 31st October but by the closing date for late applications published in Oxfordshire County Council's co-ordinated admissions scheme will be processed as late applications. Notifications for late applications will be sent by email and/or by second-class post on the date published in Oxfordshire County Council's co-ordinated admissions scheme (early-May of the application year).

Late applications or changes of preference received after the late closing date for applications published in Oxfordshire County Council's co-ordinated admissions scheme will not be processed until after the response date for late applications (late-May of the application year).

The full scheme is available on the Council's website

www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

3. In-Year Admissions (Reception to Year 11)

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

Applications for entry to other year groups at the school (Reception to Year 11) to start during the school year, can be made at any time. Applications should usually be started no more than 6 weeks (or one half term) before 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 for which an application can be accepted for immediate entry during each school year will 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 or on paper.

The Council expects to respond to applications on behalf of the school within 15 school days.

Usually, places will be offered if there are places available in the year group (the number of children in the year group is lower than the operating number for that year group at the school). The operating number for the year group will usually be the Published Admission Number for that year group when it first started in Reception year. Sometimes the operating number will be different to the Published Admission Number.

Sometimes, it will not be possible to offer places even though there are fewer children in the year group than the operating number because 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.

If a place is available in the appropriate year group and there are fewer applications for places than places available, all will be offered a place regardless of home address and distance from home to school.

If there are no places available in the appropriate year group, no places will be offered.

If a place is available in the appropriate year group but there are more applications for places than places available, the over-subscription criteria (below) will be applied and the child(ren) with the highest priority under the rules will be offered place(s).

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.

The full scheme is available on the Council's website

www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

4. Over-subscription Criteria for entry to Reception year group (normal phased transfer for starting primary school for the first time)

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 admitted. This is not an over-subscription criterion, but these children must be admitted first thus reducing the number of places available to offer to other children.

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

1. Children who are "looked after" (LAC) by a Local Authority 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), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC) and ceased to be in state care having been adopted.
2. Children of a member of staff at the school.
3. Children attending the nursery class at the school and who have a brother or sister on roll at the time of application who will still be attending at the time of entry.
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.
5. Children attending the nursery class at the school.
6. All other children.

In all categories above, priority will be given to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

5. Over-subscription Criteria for entry to Year 7 (normal phased transfer for starting secondary school for the first time)

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 admitted. This is not an over-subscription criterion, but these children must be admitted first thus reducing the number of places available to offer to other children.

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

1. Children who are "looked after" (LAC) by a Local Authority 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), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC) and ceased to be in state care having been adopted.
2. Children of a member of staff at the school.
3. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry.
4. Children who attend Cropredy Church of England Primary School or Fritwell Church of England Primary School and who have a brother or sister on roll at the time of application who will still be attending at the time of entry.
5. Children who attend Cropredy Church of England Primary School or Fritwell Church of England Primary School.
6. All other children.

In all categories above, 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 as calculated by Oxfordshire County Council.

6. Over-subscription Criteria for entry to Reception year group to Year 6 during the school year (in-year transfers)

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 admitted. This is not an over-subscription criterion, but these children must be admitted first thus reducing the number of places available to offer to other children.

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

1. Children who are "looked after" (LAC) by a Local Authority 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), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC) and ceased to be in state care having been adopted.
2. Children of a member of staff at the school.
3. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry.
4. Children who attend Cropredy Church of England Primary School or Fritwell Church of England Primary School and who have a brother or sister on roll at the time of application who will still be attending at the time of entry.
5. Children who attend Cropredy Church of England Primary School or Fritwell Church of England Primary School.
6. All other children.

In all categories above, 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 as calculated by Oxfordshire County Council.

7. Over-subscription Criteria for entry to Year 7 to Year 11 during the school year (in-year transfers)

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 admitted. This is not an over-subscription criterion but these children mist be admitted first thus reducing the number of places available to offer to other children.

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

1. Children who are "looked after" (LAC) by a Local Authority 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), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC) and ceased to be in state care having been adopted.
2. Children of a member of staff at the school.
3. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry.
4. All other children.

In all categories above, 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 as calculated by Oxfordshire County Council.

8. 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.

9. "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.

Evidence may be requested.

10. 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 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 includes 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, who was previously in state care in England, the parent/carer 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.

Evidence may be requested.

11. 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 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. 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/carers. If there is doubt about the acceptability of evidence provided by the parent/carer, advice will be sought 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.

12. Children of a member of staff at the school

A member of staff is defined as a person:

- employed by the Trust who has worked at the school for two or more years at the time the application is made; or
- recruited by the Trust to fill a vacant post at the school for which there is a demonstrable skills shortage.

The member of staff must work at the school site as their principal work location.

13. 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 stepbrother or stepsister (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.

The brother or sister must be attending at the time of application and still on roll at the time of entry. This means that there will **be no sibling connection**, for admission purposes, for:

- children with an application to start Reception year group for the first time, whose only sibling already at the school is a brother or sister in Year 11.
- children with an external application to start Year 7 for the first time, whose only sibling already at the school is a brother or sister in Year 11.
- children with an application for immediate entry to any year group and the sibling is not currently at the school.

14. 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 is the nearest of the end points listed below.

Camp Road (Years 7 to 11 only)	Izzard Road (Years R to 6 only)
451551.4 metres East	450640.6 metres East
225760.1 metres North	225729.5 metres North

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 www.latlong.net A straight line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml

15. Twins and Children from Multiple Births

Where the parent/carer has made the same preference 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.

16. 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 ask the Local Authority to administer random allocation to determine who will be offered a place.

17. Home address for families of service personnel with a confirmed posting, or crown servants returning from overseas

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Admission Authority will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. It will not refuse to process an application and will not refuse a place solely because the family does not yet have an intended address or does not yet live in the area.

In addition, the Admission Authority will use the address at which the child will live when applying oversubscription criteria, provided the parents/carers provide some evidence of the intended address. If requested by a parent/carer, the Admission Authority will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria.

The Admission Authority will not reserve blocks of places for children of service personnel, or crown servants returning from overseas.

The Admission Authority will assist the council to ensure that arrangements in Oxfordshire support the Government's commitment to removing disadvantage for service children.

18. Home address

The address on the application **should be the child's address at the time of application**. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

a) Normal phased transfer for starting primary school for the first time in Reception year group

The time of application is the entire time period from the point when applications can start to be made in the autumn term when the application process opens until 16th April (or next working day) the following calendar year.

b) Normal phased transfer for starting secondary school for the first time in Year 7

The time of application is the entire time period from the point when applications can start to be made in the September when the application process opens until 1st March (or next working day) the following calendar year.

c) Changes of Address

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 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 consider the application to have been made on the basis of a fraudulent or intentionally misleading address (see below). 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.

d) Changes of address for starting primary school for the first time in Reception year group

Changes of address which occur after the closing date for applications (15th January in the application year) can be considered if proof of this change is provided no later than the date in January set down in Oxfordshire County Council's co-ordinated admissions scheme.

www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

e) Changes of address for starting secondary school for the first time in Year 7

Changes of address which occur after the closing date for applications (31st October in the application year) can be considered if proof of this change is provided no later than the date in November set down in Oxfordshire County Council's co-ordinated admissions scheme.

www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

f) Changes of Address (all)

To confirm a new address, the Admission Authority needs 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 is due to start school, 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 and the parent/carer has requested that this address should be used for allocation purposes; or
- Assignment Order if this is a military posting but new quarter has not yet been notified and the parent/carer has requested that the address of the military base be used for allocation purposes.

The Admission Authority will ask Oxfordshire County Council to act as the agent for the school to establish the home address that will be used for admissions purposes.

g) Multiple Addresses

Where children spend time with parents/carers 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 at more than one address the address used for admissions purposes will be the one registered and confirmed as the main address by the current/previous school. If it is not possible to establish the main address from the current/previous school records and the parents/carers state that the child spends 50% of time with each parent/carer, the parents/carers 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 a Court Order.

The Admission Authority will ask Oxfordshire County Council to act as the agent for the school to establish the home address that will be used for admissions purposes.

19. Parent/Carer disputes (applicants unable to agree on the schools to be listed on the application

A Where only one individual holds parental responsibility, the Local Authority (acting on behalf of the Admission Authority) will process an application submitted by that person.

Where a Court Order identifies the individual authorised to decide on schooling matters, the Local Authority (on behalf of the Admission Authority) will follow the Order and process the application submitted by the authorised party.

Where more than one person holds parental responsibility and there is no mutual agreement –and no Court Order naming who may make the decision – the application will be placed on hold until either:

- written agreement from all individuals with parental responsibility is provided; or
- a Court Order is provided that grants one party the authority to determine schooling arrangements.

For applications made as part of the phased transfer (starting primary school for the first time in Reception year group or starting secondary school for the first time in Year 7), the required agreement or Court Order must be received no later than the published date on which the Local Authority supplies information to the Admission Authority about applications received. Documents received after this date but before the late closing date will result in the application being processed within the second admissions process or later.

This approach aligns with national guidance and reflects established practice used by a number of local authorities to ensure compliance with education law while avoiding involvement in parental disputes

If the Local Authority (or Admission Authority) later becomes aware that an application was submitted without the knowledge or consent of another individual with parental responsibility –and no relevant court order was in place – the allocated school place may be withdrawn where permitted in line with provisions in the School Admissions Code. This may apply, for example, where an offer was made in

error or where the application was considered to be fraudulent or intentionally misleading. Each case will be assessed on its individual circumstances, including the time elapsed and the child's situation.

Where the child has already started at the school, the Admission Authority (and Local Authority) will take into account the length of attendance and any potential impact on the child before deciding whether withdrawal of the place is appropriate, in line with local circumstances and the provisions within the School Admissions Code. The Admission Authority will follow the provisions set out in Annex B of the Council's Co-ordinated Admission Arrangements and Over-subscription Criteria for Community and Voluntary Controlled Schools, available online:

www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

20. 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 the 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 (1st September 2021) published by the Department for Education:

- [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 ask Oxfordshire County Council to act as the agent for the school to establish whether a fraudulent application has been made and the Council will act on instruction from the school if the offer of a place at the school will be withdrawn.

21. Start date in school

a) Starting primary school in Reception year group

Children are entitled to start school in the September after their fourth birthday [Paragraph 2.17 of the 2021 School Admissions Code].

Children are entitled to a full-time place from the September after their fourth birthday if this is desired [Paragraph 2.17.a) of the 2021 School Admissions Code].

Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age (see table below) and not beyond the beginning of the final term of the school year for which it was made [Paragraph 2.17.b) of the 2021 School Admissions Code].

Parents/carers who wish it, may have their child attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age (see table below) [Paragraph 2.17.c) of the 2021 School Admissions Code]. The Code requires schools to comply with parents'/carers' reasonable requests.

b) Starting secondary school in Year 7

Children must start secondary school full-time at the beginning of September of their Year 7 year.

c) Entry at other times of the year and to other year groups

Children will be expected to start at the new school no later than the start date given in their offer letter. This will be expected to be within 6 weeks of the application or at the beginning of the following half term. Parents/carers should contact the new school to arrange a start date.

22. "Shortest safe route" for home to school travel assessments

This is measured from the same start point defined in the straight-line distance measuring rules. From the start point the route firstly connects to the nearest point of the digitised network.

The digitised network is constructed from a subset of the national road and path data supplied by Ordnance Survey. This data 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 LA has a more accurate start point than internet-based mapping solutions and the network has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). The augmented network used by the LA is accurate to at least 1 metre.

All roads and paths 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 as public routes.

The end point of the route is the nearest open gate of the school first arrived at from the direction of travel that is officially available for use by students for entry and exit to the school site at the start and end of the school day. The location of these gates has been set by the Admission Authority. The Council consults with each individual school annually to ensure accurate placement of gates 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 Early Years and Education System (EYES) which is supplied by Liquid Logic / System-C (systemc.com/).

EYES measures in 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.

23. Home-to-school transport

Some children qualify for free transport from home to school. Decisions about eligibility for and provision of home-to-school transport will be made by the Council.

The Council will not accept responsibility for the provision or cost of free transport to the catchment area school if it is not the closest or nearest available school.

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

The Council's home to school travel and transport policy is available online: www.oxfordshire.gov.uk/schooltransport

24. Admission to an older or younger age group

Parents/carers 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. The request must be made in writing.

In addition, the parents/carers of a summer born child (born between 1 April 2023 and 31 August 2023) may choose not to send that child to school until September 2028 and may request that they are admitted out of their normal age group – to Reception year group rather than Year 1. Parents/carers will need to use the form online to request this delay:

www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-receptionapplication

In addition, the parents/carers of a summer born child (born between 1 April 2024 and 31 August 2024) may choose not to send that child to school until September 2029 and may request that they are admitted out of their normal age group – to 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-receptionapplication

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

- considering the parents'/carers' views.
- any information about the child's academic, social, and emotional development.
- whether they have previously been educated out of their normal age group.
- the views of the headteacher

When informing a parent/carer of the decision on the year group to which their child should be admitted, the Admission Authority will ask the Council to write on their behalf providing clear reasons

for the decision. Where it has been agreed that a parents'/carers' request for their 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 parent/carer 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 will not give a lower priority on the basis that the child is not of the correct age. Parents'/carers' 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 the preferred age group.

25. In-Year Fair Access (IYFA) Protocol

The Admission Authority will participate in the council's IYFA Protocol which is part of the admission arrangements for the school as it is for all state-funded schools in Oxfordshire. The Protocol is published on the County Council's public website: www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

26. Waiting Lists

Parents/carers will be able to place their child's name on the Waiting List for the school if a place could not be offered and a lower preference was offered instead.

a) Waiting List duration for normal phased transfer for starting primary school for the first time in Reception year group

For those applying through the normal admissions round to start Reception year group, the waiting list will be maintained between the dates published in the Council's co-ordinated admissions scheme, available online at www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

This is likely to be from late-June in the application year to 31st July at the end of the Reception school year.

b) Waiting List duration for normal phased transfer for starting secondary school for the first time in Year 7

For those applying through the normal admissions round to start Year 7, the waiting list will be maintained between the dates published in the Council's co-ordinated admissions scheme, available online at www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

This is likely to be from late-May in the application year to 31st July of the Year 7 school year.

c) 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 July of that school year. It will be possible to place a name on the list from 1st August, the beginning of the school year, and the list will be discontinued at the end of July each year. Children will not be automatically

moved to a new waiting list for the following academic year. A re-application will be necessary each year.

www.oxfordshire.gov.uk/schooltransfer

The Waiting List is organised based on the admission rules (see above). It is not based on how long a child's name has been on the list. Positions on Waiting Lists 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. Sometimes Waiting Lists do not change and some children are not offered a place and remain on the Waiting List until it is deleted.

If a child is not offered a place via the waiting list, parents/carers can re-apply at the beginning of June of each school year for an in-year transfer to the next year group starting in September before the original Waiting List is deleted. This means that a child can continue to be considered for any possible place that is available.

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

www.oxfordshire.gov.uk/continuedinterest

27. Admissions Appeals

There is a statutory right to an admission appeal should a child be refused a place at the school. The Admission Authority uses the service provided by the Council. Any appeals will be heard by an Independent Appeal Panel (IAP). Information about the process is available online.

www.oxfordshire.gov.uk/schoolappeals

An appeal must be lodged via the appeals portal. Parents/carers will receive a separate automated notification when they have submitted the appeal.

a) Infant Class-Size (ICS)

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

The class would be above the thirty children per one teacher allowed in law if an extra child were to join the school and the school would have to use additional resources to make sure that it did not break the law. The powers of the Independent Appeal Panel (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/carers will be notified about the outcome of the appeal by the end of the day when the appeal is heard.

b) Two Stage Prejudice Appeals

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

At the appeal, the Admission Authority representative will present the case why the admission of an additional child would cause prejudice. The Independent Appeal Panel (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 for a place 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 stage (or balancing stage) starts. Parents/carers can give their personal reasons in private why an exception should be made and their child should be offered a place. After all parents/carers 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/carers will be notified about the outcome of the appeal by the end of the day when the appeal is heard.

28. Objections

Objections to these admission arrangements and over-subscription criteria can be referred to the Schools Adjudicator by 15th May in the determination year.

www.gov.uk/guidance/school-admissions-arrangements

This policy will be reviewed annually.

Appendix A: Legal Framework

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