



# Admissions Policy 2023/24

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## **Admissions Policy Contents**

### **Admissions Policy for Admission 2023/24**

#### **Policy**

<b>1. Admissions Procedures for Year 7 September 2022</b>	<b>3</b>
<b>2. Oversubscription criteria</b>	<b>4</b>
<b>3. Definitions and Details</b>	<b>5</b>
<b>4. Applications at other times of the year (In-Year Applications)</b>	<b>7</b>
<b>5. Waiting Lists</b>	<b>8</b>
<b>6. Appeals Procedure</b>	<b>8</b>
<b>7. Admission to a Cohort Outside the Normal Age-Group</b>	<b>8</b>
<b>8. Compliance with Parental Preference</b>	<b>9</b>
<b>Appendix 1 - Supplementary Information Form</b>	<b>10</b>
<b>Appendix 2 – Catchment area</b>	<b>11</b>

## Whitelands Academy Admissions Policy for Admission 2023-2024

Whitelands Academy is a new school for secondary age pupils from age 11-16 to meet the demand for places being created by new housing developments in Bicester.

### **1. Admissions Procedures for Year 7 – September 2023**

Students are admitted at age 11 without reference to ability or aptitude. The proposed admission limit of children aged 11 for the academic years commencing on **1<sup>st</sup> September 2023** will be 120 students. Oxfordshire Local Authority (LA) must receive applications by the **31<sup>st</sup> October 2022**.

All applications must be made through Oxfordshire's Local Authority's agreed admissions scheme; full details of this can be found on their website at:

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/secondary-school>.

In brief, the scheme is outlined below:

- Parents/carers will be able to make an online application or apply using a hard copy application form. On-line applications will be made directly to Oxfordshire County Council (OCC). If an online application has been submitted, a written application is not necessary.
- There will be a standard form for written applications known as the Oxfordshire Local Authority Common Application Form (CAF) used for the admission of students into the first year of secondary education in the specified year.
- Oxfordshire LA must receive applications by **31<sup>st</sup> October 2022**. For those living outside of Oxfordshire, applications must be received by Oxfordshire LA directly from the Local Authority in which they reside.
- Offers will be made to parents/carers living in Oxfordshire by Oxfordshire LA on the **1<sup>st</sup> March 2023**. Parents will receive an automatic email with the results of their application.
- Those children not offered place at higher preferences will be placed on a waiting list and informed of their right of appeal.
- Parents / carers must accept or refuse the offer of a place by **15<sup>th</sup> March 2023**.
- Appeals will be logged 20 days from the date of refusal and heard within 40 schools days of the deadline for logging appeals.

## **2. Oversubscription criteria**

When applications for admission exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit:

The oversubscription criteria are as follows:

**A child who has a statement of special educational need or an Education Health and Care Plan is required to be admitted to the school names on the child's statement.**

### **Priority 1**

A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (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 function (see the definition in Section 22(1) of the Children Act 1989)

### **Priority 2**

Any child who has a sibling attending Whitelands Academy at the same time as he or she is due to be admitted.

### **Priority 3**

Any child of a member of staff employed by The White Horse Federation for two or more years at the time of application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. The family unit must live within the Local Authority area for the school being applied for. This includes step children, fosters children and children of co-habiting partners. (Please complete Appendix 1 – supplementary information form)

### **Priority 4**

Children living within the catchment area as shown on the catchment map (Appendix 2). Children living on the boundary line will be considered to be living within the catchment area.

### **Priority 5**

Any child attending a White Horse Federation Primary School at the time of application

### **Priority 6**

Children other than those falling in category 1-5 above

90 An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) A "child arrangements order" is an order settling the arrangements 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. 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 (or special guardians)

## Decider

### (The straight line distance calculated by OCC)

For admissions purposes for all schools where the LA is the Admissions Authority for the school that have adopted the LA's measuring system, the straight line distance from the home to school will be calculated. The start point of the measurement is the "seed point" of the home address. The "seed 7 point" is provided by the Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the Bristol Coordinate System (Easting/Northing). It is possible to move the location of an individual seed point, but this is not necessary for most addresses in Oxfordshire and surrounding areas. The end point of the straight line distance will be determined by the Admission Authority for each school. Where the LA is not the Admissions Authority, the relevant Admissions Authority will provide the determined end point to the LA. The calculation of the distance will be made in meters 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 3 decimal places. For address outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via [www.getlatlong.net](http://www.getlatlong.net). A straight line distance will then be calculated to the end point of the school in statute miles using [www.nhc.noaa.gov/gccalc.shtml](http://www.nhc.noaa.gov/gccalc.shtml)

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, the LA will use random allocation to determine who will be offered a place.

### 3. Definitions and Details

#### Students with Education, Health and Care Plan

Pupils with an Education, Health and Care Plan (EHCP) at the time of allocation are required to be admitted to the school named on their plan. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Special Educational Needs Assessment Team (SENAT) at which point this policy no longer applies.

#### Child Looked After

A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (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 function (see the definition in Section 22(1) of the Children Act 1989)

## Sibling

Sibling refers to a natural brother or sister, a half brother or sister, a legally adopted brother or sister, a step brother or sister, or the child of the parent/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. To be classed as a sibling, the child must be living at the same home address and attending the same school at the same time as the sibling.

## Catchment area

A catchment area is a geographical area set around the school from which children are admitted. A map of this is available for inspection by parents at the school and on the school website. It is also attached below as Appendix 2. Priority is given to those living in the catchment area closest to Whitelands Academy. Distance is measured in a straight line from the home to school. The start point of the measurement is the "seed point" of the home address. The "seed 7 point" is provided by the Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the Bristol Coordinate System (Easting/Northing).

## Children of Staff

Children of staff are defined as employees being on the permanent payroll of The White Horse Federation as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes step children, foster children and children of co-habiting partners living as a family unit. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 1)

## The White Horse Federation (TWHF)

As part of the Federation, Whitelands Academy also gives priority to those children attending a White Horse Federation Primary School at the point of application.

## Supplementary Information Schools

A Common Application Form (CAF) must be completed by all parents applying for admission to Year 7. All parents who list their preferred schools on the Local Authority/s CAF are regarded as having made a valid application. A Supplementary Information Form (SIF) is attached to this policy (Appendix 1) and must be completed for children applying under priority 3 of the admissions criteria.

## Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

## Home Address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility for part of the week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, the parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

## **4. Applications at other times of the year (In-Year Applications)**

For the academic year 2023/24, TWHF will use OCC as its agent to process applications for in year admissions. Applications to be admitted to a WHF school outside of the normal admissions rounds can be made directly to OCC. On receipt of an in-year application, OCC on behalf of TWHF will process the application within the timescales published in their co-ordinated in year admissions scheme, in accordance with the oversubscription criteria and Published Admission Number. OCC, on behalf of TWHF will notify the parent/carer and the school of the outcome by a decision letter. Parents/carers applying for places in an oversubscribed year group will be informed of their right of appeal.

For more information please follow the below link for further guidance:

[www.oxfordshire.gov.uk/sites/default/files/file/admission-policies/OCC\\_Determined\\_In-Year\\_Admissions\\_Scheme\\_2022-23.pdf](http://www.oxfordshire.gov.uk/sites/default/files/file/admission-policies/OCC_Determined_In-Year_Admissions_Scheme_2022-23.pdf)

And to apply for an in year transfer to Whitelands Academy within OCC please follow this link:

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school)

## **5. Waiting Lists**

If an applicant is refused a place at the school, they will automatically be placed on the waiting list. The waiting list is held for one academic year and a child will be removed from the list at the end of an academic year and would be expected to reapply if they wished to re-join the list.

Placement on the waiting list will be determined by applying the published oversubscription criteria. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications. It is made clear to parents on a waiting list that the priority for admission is subject to the published oversubscription criteria, and not the dated position on the waiting list.

Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application.

Parents may only apply and appeal once per school per academic year. OCC may wish to consider a fresh application if there is a significant and material change in circumstance of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

## **6. Appeals Procedure**

Parents have a right appeal to an independent appeal panel against any decision made by OCC regarding the admission of their child.

Information about the appeal's procedure will be provided where a place at Whitelands Academy has been refused. Applicants should contact School Admissions, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND.

Email: [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)

## **7. Admission to a Cohort outside the Normal Age-Group**

The School considers carefully requests for admission outside a normal age group and makes a decision based on the circumstances of each individual case. The circumstances may for example involve the exceptionally high level of ability of a child, or personal or medical circumstance that have necessitated a student missing all or part of a year of education. For further information, please follow the link to OCC policy for Delayed and Deferred Admissions:

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/defer-reception-application](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/defer-reception-application)

## **8. Compliance with Parental Preference**

As an Admissions Authority the school is subject to the requirement to comply with parental preference except where:

- To admit the child would prejudice the provision of efficient education or the efficient use of resource.
- The child has been permanently excluded from two or more schools and the last of those exclusions was less than two years ago.

### Admission to Secondary School 2023-2024

This form should be completed if applying for consideration of a place in Year 7 for the 2023-24 academic year and wish to be considered under priority 3

Any child of a staff member employed by The White Horse Federation for two or more years at the time of which the application for admission to the school is made.

Please complete the following and send to the above email address.

Name of child for which application is being made for:	
Date of Birth:	
Address:	
Name of Parent employed at the school:	
Capacity in which employed:	
Date employment began:	

**Signed** ..... **Date** .....

This form should be returned to the school at the above address or by email by 31<sup>st</sup> October 2022.

This form should be completed in addition to the LA's application form which must be completed in order for the request to be valid.

Office use only	
Date Received:	
Criteria Confirmed:	

