



THE OXFORD ACADEMY	
Policy Title:	Admissions
Policy Reference:	TOA 003
Function:	For Information and Guidance
Audience:	Prospective parents, Governors, Principal, Teachers, Support Staff, Local Authority
Ownership/ Implementation	The Principal and the Governing Body have overall responsibility for ensuring that this policy is implemented. Named contact in school: Headteacher – Andy Hardy
Version:	Admission for 2020/21
Approved by Governing Body:	
Next Date for Review:	September 2019 for 2021-22

Approved Admission Arrangements for The Oxford Academy

1. This document sets out the proposed admission arrangements for The Oxford Academy for 2020/21, hereinafter referred to as 'the Academy', which are based on the arrangements found in Annex 2 to the Funding Agreement between The Oxford Academy and the Secretary of State for Schools. It was a condition of this approval that the arrangements set out in Part I of this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a local authority (LA). Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The admission arrangements for the Academy for the year 2020/2021 and, subject to any changes required by government legislation are:
 - a) The Academy has an agreed admission number of 210 pupils (the Published Admission Number PAN). The Academy will accordingly admit at least, and no more than 210 pupils in the relevant age group each year if sufficient applications are received;

Process of application for entry into Year 7

4. Applications for places at the Academy will be made in accordance with Oxfordshire LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAPF) provided and administered by Oxfordshire LA. Anyone applying from outside Oxfordshire does so on the common application form of their home LA - the one to which they pay their Council Tax. The Academy will use the following timetable for applications in accordance with the common timetable agreed by the Oxfordshire Admissions Forum or LA.
 - a) By September of the preceding year the Academy will publish, on its website, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
 - b) September/October - The Academy will provide opportunities for parents to visit the Academy;
 - c) By 23.59 hrs on 31 October (Closing Date) – CAPF (Secondary) to be

- completed (by parents) and returned to the LA to administer;
- d) The LA will then send a list of applicants to the Academy;
 - e) In January the Academy confirms the list of pupils to be offered places to LA
 - f) In February the LA applies agreed scheme for its own schools, informing other LAs of offers to be made to pupils for whom they are responsible;
 - g) 1 March offers made to parents by the Local Authority on behalf of the Governing Body.

Process of application for entry into other Year Groups than Year 7 or Sixth Form

- 5. The Academy currently follows the LA's coordinated admission arrangements for all in year applications. This means that applications for places at the Academy will be made on the Common Application Form (CAPF) for secondary schools which is provided and administered by Oxfordshire LA.

Consideration of applications

- 6. The Academy will consider all applications for places. Where the number of applications for admission is greater than the Published Admissions Number for any relevant age group are, the Academy apply the oversubscription criteria set down in this policy to determine which children are offered places.

Procedures where the Academy is oversubscribed

- 7. Where the number of applications for admission is greater than the published admissions number for any relevant age group, the Academy will consider applications against the criteria set out in the sub-paragraphs. The criteria should be read together with the notes that follow. Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming The Oxford Academy will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:
 - a) **Looked After Children** (children in public care) and children who were looked after or ceased to be so because they were adopted (or became subject to a Child Arrangements order or special guardianship order)
 - b) **children with a disability** who need to be admitted to a school on the grounds of physical accessibility, where this is supported by appropriate professional evidence being submitted at the time of application. The decision in each case will be determined by the Governing Board's Admissions Committee. (The definition of disability is that contained within the Equality Act 2010 as amended);

- c) **Those children who will have a sibling at the Academy at the time of application who will still be there on entry** (See note 2 below).
- d) **Children of staff:** To qualify for this criterion the member of staff concerned must have been in post at the school for 2 or more years at the date of application. The only exception to this rule will be where the school is able to provide evidence of a demonstrable skills shortage for that post.
- e) **Children who live in the designated areas of Windale Primary School, Pegasus Primary School, Rose Hill Primary School, Orchard Meadow Primary School and John Henry Newman Academy.** (A copy of the map is available at the Oxfordshire Local Authority website or at The Academy)
- f) **All other applications**

Tie Breaker: If there are more applicants than places in any of the above categories then priority will be given within that category to those children who live closest to the Academy. In measuring distance Governors will use the nearest designated public route as defined on the Local Authority's Geographic Information System operated by the Directorate for Children, Young People and Families. This measurement will be from the front door of the residence to the main student door entrance of the Academy.

Explanatory Notes:

Note 1: Looked after Children: Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.”

“Note: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).”

Note 2: Siblings: Children will be deemed to be siblings if they are half, full or adoptive brother or sister or if they are children of the same household with the same parents. They must be on the roll of The Academy at the time of application and expected to still be on roll at the point of entry.

Note 3: Multiple Births: Where an application is being submitted for a child who has a sibling (or siblings) **in the same year group** it will be the policy of the Governing Body not to offer place to one child without the sibling (s) of the same age group. In these circumstances Governors may determine to exceed the number of places temporarily on the understanding that this will not create a new admission number and as soon as children leave they will revert to the published number.

Note 4: Residence in flats: Where applicants live in the same block of flats internal walkways will be treated as public rights of way when calculating distance travelled and will be measured to the front door of each individual dwelling.

Note 5: Split residence: In determining the home residence, where children live part of the week with one parent and part with another, Governors will need to make a judgment about where the majority of the time is spent. In making this judgment they will have specific regard to where children live during the week rather than at weekends, any legal agreement concerning care and residence and which parent is in receipt of the child benefit.

Other information

Operation of continued interest lists (sometimes referred to as waiting lists)

8. Within the coordinated admission arrangements of the Local Authority, where the Academy receives more applications for admissions than the Published Admission Number, a continuing interests (waiting) list will operate. This will be maintained by the Local Authority and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application. At the point where the Local Authority ceases to maintain its own list the Academy will adopt a list of its own.
9. Children's position on the continued interest (waiting) list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 above. Where places become vacant they will be allocated to children on the continuing interest list in accordance with the oversubscription criteria at that time.

Arrangements for appeals panels

10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel, which will be convened by Oxford Diocese, will be independent of the Academy.

The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Education (DFE) which means that parents will have 20 school days from national offer day in which to submit an appeal. Appeal hearings will be held within 40 school days of the deadline for the lodging of appeals. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and will

provide parents with a named contact who can answer any enquiries they may have about the process.

Admission outside the normal age group

11. Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Arrangements for admission to post 16 provision

The Academy will make separate arrangements for entry to courses in the sixth form, based on GCSE grades or other measures of prior attainment which are relevant to the course being applied for. These will be published annually. Applicants from outside the Academy will be accepted if a place is available and the applicant meets the same criteria as those applying internally.

12. If there are more external applicants who meet the criteria than there are places available, places will be allocated first to those on the Oxford United Football Academy course with which the Academy is linked. The remainder will be allocated on the basis of the application of the oversubscription criteria set out in paragraph 6.
13. There will be a right of appeal to an Independent Appeals Panel convened by Oxford Diocese for unsuccessful applicants. Parents and sixth form applicants will each be able to exercise a right of appeal although where a parent and child appeal they will usually be heard at a single hearing.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Academy

14. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and, if the year group applied for has a place available the following process will take place: prior to admission:

Year 7, 8	Prior to admission: <ul style="list-style-type: none">• All relevant data must be obtained from the current school.• The student should be allocated to the appropriate teaching groups based on the current data.
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	<p>On entry</p> <ul style="list-style-type: none"> Academy assessments will be completed by Inclusion as necessary to determine any additional support.
Year 9,10,11,12,13.	<p>Prior to admission:</p> <ul style="list-style-type: none"> All relevant data must be obtained from the current school. All applicants will attend The Academy for an Induction Day during which time Subject Leaders will complete assessments to determine suitability for courses. The student should be allocated to the appropriate teaching groups based on the current data. <p>On entry</p> <ul style="list-style-type: none"> Academy assessments will be completed by Inclusion as necessary to determine any additional support.

15. The Academy will participate in Oxfordshire LA's 'In Year Fair Access Protocol' arrangements.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

16. The Academy will consult by 1 March each year on its proposed admission arrangements if it intends to make any changes:
- parents of children between the ages of two and eighteen
 - other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions
 - all other admission authorities within the relevant area
 - whichever of the governing body and the local authority who are not the admission authority
 - any adjoining neighbouring local authorities where the admission authority is the local authority
 - in the case of schools designated with a religious character, the body or person representing the religion or religious denomination

Publication of admission arrangements

17. The Academy will determine its admissions arrangements each year by 28 February and will publish these arrangements by placing them on the Academy and LA website and sending copies to the Diocese.

Copies may also be made available without charge on request from the

Academy.

18. The published arrangements will set out:
 - a) the name and address of the Academy and contact details;
 - b) a summary of the admissions policy, including oversubscription criteria;
 - c) a statement of any religious affiliation;
 - d) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

Monitoring, Evaluation and Review

The Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.