



Faringdon Academy  
of Schools

**ADMISSIONS POLICY  
SECONDARY EDUCATION LEVEL**

Proposed Arrangements for  
September 2016 intake.

## **Admission Policy Overview**

This Admissions Policy covers Faringdon Community College.

These admission arrangements take account of all relevant legislation and the School Admissions Code of Practice, 2014.

Our aim is to ensure that every parent of a child living in the catchment area, who has applied for a place in the normal admission round, receives an offer of a place in our Academy. Where this is not practical to achieve in any given year of entry we will use admission arrangements that are fair and objective (e.g. local housing growth that takes admissions beyond our physical capacity.)

### **Admission Numbers**

The Faringdon Academy of Schools will work with the Local Education Authority (LEA) each year to provide an appropriate number of places for our catchment area and the capacity of our schools, identified as the Published Admission Number. The dates relating to each year's admissions are available on the Oxfordshire County Council website. Parents are strongly advised to meet the timetable requirements detailed by OCC.

### **Admission Procedure**

Admissions are administered on our behalf by the LEA, according to the Academy Policy.

### **Oversubscribed**

In circumstances where any of our schools is 'oversubscribed' (i.e. exceeding the agreed Published Admission Number) we will use criteria that aim to be fair and objective. We will give priority to those children with a statement of special educational needs; children who are looked after by a local authority; disabled children; and children living in our designated catchment area, with a sibling connection or living closest to the school. Please see the ranking of oversubscription criteria listed below.

However, in all cases parents expressing a preference take priority over those who do not (the 'Rotherham Judgement') and preferences expressed from outside the LEA area must be treated fairly alongside from those within the LEA area. Places may not be reserved in anticipation of in-catchment pupils arriving mid-year nor for those known to be likely to require a place at a school but for whom no preference for a place has yet been received.

## OVERSUBSCRIPTION CRITERIA

In accordance with legal requirements, children who have a Statement of Special Educational Needs that names the school in Part 4 of that Statement will be admitted to that school.<sup>1</sup>

The proposed admission rules (oversubscription criteria) for Faringdon Community College are shown below in descending order of priority.

1. Children who are looked after<sup>2</sup> by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term “previously looked after children” (see the section on Page 5) refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.

3. Children who attend the FAoS. If there are more applicants than places in this category priority will be given in the following descending order:

a. First priority in category 3 will go to those children with a brother or sister on roll at the time of application who will still be attending Faringdon Community College at the time of entry. However, if there are more applicants than places in category 3(a) priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.

b. Second priority in category 3 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System

4. Children who attend ‘Associate’ schools to the FAoS (Associate schools being Ashbury, Longworth and Shellingford)

5. Children who do not attend a school within the FAoS who have a brother or sister on roll at Faringdon Community College, at the time of application and will still be attending FCC at the time of entry. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System

6. Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.

<sup>1</sup>Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that name the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion** and in these admission rules this requirement is listed for reasons of clarity and simplicity.

<sup>2</sup>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 functions at the time of making an application to a school.

## LOOKED AFTER CHILDREN

A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

## 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, in accordance with section 22 of the Children Act 1989, to also include 'previously looked after' children, for 2013 admissions onwards.

Children who were 'previously looked after' are defined for the purposes of the legislation as those who immediately after being in care became subject to an adoption, residence, or special guardianship order.

Required Evidence for a 'previously looked after' child:

- an adoption order under section 46 of the Adoption and Children act 2002\*; 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.

The 2002 Adoption Act did not come into force until 30 December 2005 and therefore only children adopted after this date would qualify under this criterion.

## CONTINUED INTEREST LISTS

Parents will be able to place their children's names on the continued interest list for Faringdon Community College.

For those applying through the normal admissions round for Year 7 the continued interest lists will be maintained from immediately following initial allocation to the 30 June of the academic year of entry.

In the case of those applying in year the continued interest lists will be maintained for one academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on 30 June of that academic year.

## **TIME OF ENTRY**

The admission rules give a high priority to those with a brother or sister attending the relevant school at the applicants "time of entry". This means that in the normal admissions round there will be no sibling connection for admission purposes for those applicants for Reception who have a brother or sister in Year 6 or Year 2 for admission to infants' schools.

## **ADMISSION OUTSIDE NORMAL AGE GROUP**

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.

## **RANDOM ALLOCATION**

If the distance "tie break" produces an identical result for two or more applicants the Local Authority will use random allocation to determine who will be offered a place.

## **SIBLINGS/BROTHER OR SISTER**

For admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, step brother or step sister who will be resident at the same address at the time of entry.

## **TWINS AND CHILDREN FROM MULTIPLE BIRTHS**

Where the parent has made the same preferences of school 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 normally be offered a place at that school. This means that in these circumstances the Published Admission Number would be exceeded.

## **FAIR ACCESS PROTOCOL**

The Fair Access Protocol is part of the admission arrangements of all community and voluntary controlled schools in Oxfordshire and all own admission authority schools that have adopted the same admission arrangements as those for community and voluntary controlled schools.

## **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).

## **CHANGES OF ADDRESS**

Changes of address which occur after 15 January 2015 but before 6 February 2015 may be taken into account if proof of this change is provided (see below). To confirm your new address we need 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 September 2015 we may not accept the address for admissions purposes; or
  - a copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF.
- Parents may also be asked to provide proof of address from correspondence they have received from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

## **MULTIPLE ADDRESSES**

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by the Local Authority that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the first preference requested.

## **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 a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education:

“[2.12] An admission authority **must not** withdraw an offer of a place unless it has been offered in error, parents has not responded within a reasonable amount 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.

2.13] 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 had 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 NEAREST DESIGNATED PUBLIC ROUTE AS DEFINED ON THE DIRECTORATE FOR CHILDREN, EDUCATION & FAMILIES' GEOGRAPHIC INFORMATION SYSTEM**

The shortest designated route will be used to determine proximity of the home to school by Oxfordshire LA's geographical information system as described in the LA Guide.

## **IN YEAR ADMISSIONS**

### **All Other Admissions (Including casual admissions from September 2016 – July 2017)**

Admission to the academy during the academy year depends on whether or not there are places available. Applications must be made directly to the academy on a form available from the Academy or to Oxfordshire County Council. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no student on the relevant waiting list with a higher priority (according to the over-subscription criteria 1 – 6 above), a place will be offered.

If parents are moving house, the academy will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months or confirmation from the Housing Association will be required (Armed Forces personnel are exempt).

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