

ADMISSION RULES

YEARS 7 TO 11

**GOSFORD HILL
SCHOOL**

2014/15

INTRODUCTION

Gosford Hill School is an Academy and the admission arrangements for 2014 are set out below.

ADMISSION NUMBER

The admission number for Year 7 for 2014 is 180.

ADMISSION CRITERIA

In accordance with legal requirements, children who have a Statement of Special Educational Needs naming a particular school in Part 4 of that Statement will be admitted to that school.¹

The proposed admission rules for Gosford Hill School are shown below in descending order of priority.

1. Children who are looked after 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.² The term “previously looked after children” 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 Gosford Hill School on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.

3. Children who live in the Gosford Hill School's designated area. 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 the preferred school 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 Oxfordshire County Council's 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

¹ Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion.**

² 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.

Oxfordshire County Council's Directorate for Children, Education & Families'
Geographic Information System

4. Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school 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 Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.

5. Children who attend a partner school, and live outside the designated area. If there are more applicants than places in this category 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 Oxfordshire County Council's 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 Oxfordshire County Council's Directorate for Children, Education & Families Geographic Information System.

TIME OF ENTRY

The admission rules give some priority to those with a brother or sister attending Gosford Hill 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 the following:

- Applicants for entry to Year 7 if they have a brother or sister in Year 13
- Applicants for entry to Year 7 if they have a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12

CONTINUED INTEREST LISTS

Parents will be able to place their children's names on the continued interest list for Gosford Hill School.

For those applying through the normal admissions round for Year 7 the continued interest list will be maintained from immediately following initial allocation to the end of the academic year of entry. The Oxfordshire County Council Admissions Team as the agent of Gosford Hill School will maintain the continued interest lists for Years 7 to 11. Updates of these lists will be provided to Gosford Hill School as required.

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 31 July, the last day of the academic year.

ADMISSION TO AN OLDER OR YOUNGER AGE GROUP

Children considered for late transfer would almost certainly have a Statement of Special Educational Needs. Discussion relating to late transfer would normally be initiated within an annual review of the child's Statement of Special Educational Needs.

Any late or early transfer of a child who does not have a Statement of Special Educational Needs would require evidence of the need for such a transfer and the agreement of the Directors. Transfers of this kind are likely to be very uncommon.

Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.

RANDOM ALLOCATION

If the distance "tie break" produces an identical result for two or more applicants Gosford Hill School will use random allocation to determine who will be offered a place. This will be carried out for Gosford Hill School by the Local Authority (an impartial third party).

SIBLINGS/BROTHER OR SISTER

For admission purposes for Gosford Hill School 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 Gosford Hill 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 the 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 for Gosford Hill School as it is for all state funded mainstream schools in Oxfordshire.

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

For admissions purposes the route from home to school will be measured using the shortest designated route as determined by Oxfordshire County Council's measurement system.

The start point of a measurement is the “seed point” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and from district or city councils. The seed point normally falls within the bounds of a property. It is possible to amend the location of a seed point, but this is neither necessary nor possible for most addresses. Seed points are accurate to the nearest ten centimetres.

From the seed point the route firstly connects to the nearest point of the digitised network.

The digitised network is constructed from road data supplied by Ordnance Survey and is called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as 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 ITN has been augmented by the LA to take into account other available public routes, for example alleyways, public footpaths and bridleways.

The end point of the “shortest designated route” is the nearest open gate of the school 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 LA and consulted with each individual school to ensure accurate placement of the gate and its availability for use.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services (www.capita-cs.co.uk).

The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route, for example footpaths. The “shortest designated route” is also not necessarily a walking route, for example where roads are used the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

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 31 October 2013 but before 23 November 2013 can 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 2014 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.

The Local Authority will act as Gosford Hill School's agent in establishing a child's address.

MULTIPLE ADDRESSES

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If 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 Gosford Hill School 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.

The Local Authority will act as Gosford Hill School's agent in establishing the home address.

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 Local Authority will act as Gosford Hill School’s agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application

PARTNER PRIMARY SCHOOLS

Gosford Hill School is attracting students from a wide geographical area. Students are attending schools in addition to our close primary schools.

We welcome applications from parents and families living in the areas beyond Kidlington.

DESIGNATED AREA

The designated (catchment) area for Gosford Hill School is attached as Appendix 1 to this document

INDUCTION

For students transferring to Gosford Hill School at Year 7 the following arrangements are in place and are overseen by the Year 6 to 7 transfer coordinator:

- Early contact is made with parents in partner primary schools at the end of Year 5 followed by a programme of induction during the course of Year 6. This is intensified for any students with learning, emotional or behavioural needs so that these can be addressed prior to entry (see annual details of full Transfer Schedule).
- There are initiatives from Faculties that allow year 5 and 6 students to visit the school and experience learning in various subjects
- There is an Open Morning and Evening in Term 1 for Year 6 parents and students.
- In July there is a transfer day where all the new Year 7 students have a day in school. They meet their House Leader, Form Tutor and take part in a range of lessons. Year 10 students are given responsibility for welcoming and supporting year 6 students.
- Also in July, there is an Information Evening for parents and students

- An Individual Learning Planning (ILP) day in September provides an important opportunity for the form tutor, student and parent/carer to meet. Learning support staff are also available at this time
- There are additional arrangements, support and advice for EAL students as outlined in the EAL Policy.

COORDINATION OF ADMISSIONS FOR THE NORMAL ADMISSIONS ROUND

Gosford Hill School is part of the coordinated admission process for Oxfordshire for entry to Year 7 in 2014/15.

The Scheme is published on the County Council's public website.

IN YEAR ADMISSIONS (YEARS 7 TO 11)

Gosford Hill School is part of the coordinated in year admissions process for Oxfordshire. The In Year Admission Scheme is published on the County Council's public website.

Parents are welcome to visit the school before formally applying for a place.

Parents must complete a Common Application Form (CAF) and send it to the Admissions Team at County Hall.

Once an application has been received it will be processed in the following way:

- If there are more active applications than available places the school will use the published admission rules to establish who should be offered a place be allocated using the admission rules
- The Local Authority acting as the agent of Gosford Hill School will provide the information required to make decisions as to who should be offered a place.
- Decisions on who will be offered a place will be made by the Directors on the basis of the admission rules
- Once a place has been offered the pastoral secretary will liaise with the appropriate Assistant Headteacher and House Leader to arrange an admission meeting for the parents and the student at the first most convenient time.
- For all students transferring to Gosford Hill School, the previous school will be contacted before the admission/planning meeting.
- Students will normally be admitted into their chronological age group
- In the case of serious discipline concerns, or permanently excluded students, the school may refer the admission to the In Year Fair Access Panel.
- At the admission/planning meeting, all admission forms including the Home School Agreement need to be completed and the appropriate brochure given to parents if it has not been sent by post. Any restrictions about course offers will be made clear before an admission takes place. At the

admission/planning meeting the starting date needs to be agreed that is convenient to the parents and allows enough time for the School to make admission and timetable arrangements so as to meet fully the student's individual needs.

Once the starting date is agreed the school will provide the following:

- Where possible a timetable will be made available to parents and students before entry to the school. This can be emailed, sent or collected by parents from Reception. Where a student is unable to be placed in a set, details of where the student has to go to arrange placement will be clarified.
- A student planner
- Nominated students will look after the new entry for the first few days.
- Support will be provided by the House Leader and Form Tutor. This will involve checking on how the student has settled in.
- There will be a review of progress after the first two weeks followed by telephone contact from the tutor to the parent or a brief meeting.

ADMISSION APPEALS

There is a statutory right to an admission appeal should a child be refused a place at Gosford Hill School. Any appeal will be heard by an independent admission appeal panel.

THE PROPOSED ADMISSION POLICY FOR YEARS 12 & 13

Admission number: 50

This admission number relates only to the number of places that will be made available to applicants from outside Gosford Hill School.

Those already on roll at Gosford Hill School do not need to complete an external application form for entry to Year 12 or Year 13, but will need to apply internally..

OBJECTIVE ENTRY CRITERIA

In accordance with legal requirements, children who have a Statement of Special Educational Needs naming a particular school in Part 4 of that Statement will be admitted to that school.³

The objective entry criteria for community and voluntary controlled secondary schools are shown below in descending order of priority.

1. Children who are looked after 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” 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).⁴

2. Those who meet the academic requirements for the level of course applied for, live in the designated area of the school and live closest to the school measured by the nearest designated public route using Oxfordshire’s Directorate for Children, Education & Families’ Geographic Information System

3. Those who meet the academic requirements for the level of course applied for, as published in the school prospectus, or in the 14-19 Area Prospectus, who live outside the designated area of the school and live closest to the school measured by the nearest designated public route using Oxfordshire’s Directorate for Children, Education & Families’ Geographic Information System.

INDUCTION PROCEDURES:

The following induction procedures will be followed for students transferring to Year 12 at Gosford Hill School:

³ Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion.**

⁴ 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.

- Prior to entry to the Sixth Form, there is an opportunity for all students wanting to take Year 12 courses, to have an interview to help them make choices for the Sixth Form
- Also there is an Information Evening for students and parents to find out about courses and speak to current Sixth Form students, subject staff and Tutors
- In June/July, there is a Sixth Form Introduction day where students will meet Sixth Form Tutors and find out further information about courses by taking taster lessons. Existing sixth form students will also give presentations and answer questions
- At the start of the Autumn Term, Year 12 students have an interview with their tutor where exam results are discussed and appropriate courses negotiated. Following this interview, the Year 12 students are given their timetable at a Form Period

ADMISSION APPEALS

There is a statutory right to an admission appeal should a young person be refused a place at Gosford Hill School. Any appeal will be heard by an independent admission appeal panel.