



ADMISSION RULES

2018/19

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| Last Reviewed: | Admission arrangements January 2018 with OCC Admissions |
| Reviewed by (SLT Lead): | Richard Belmont |
| Governor Sub Committee Link: | Full board Governors |
| Adopted by Governing Body on: | 29/01/2018 |
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| Next Review: | January 2019 |

1. Purpose:

To comply with statutory school admission arrangements and In Year Fair Access panel admissions

2. Aim:

To ensure that all students admitted to Gosford Hill School have a very positive start due to the effective communication with the sending school providing academic, SEN and social information, distributed to staff at Gosford Hill School in advance of the starting date.

3. Procedures and Practice

INTRODUCTION

Gosford Hill School is an Academy and the admission arrangements for September 2017 are set out below.

ADMISSION RULES AND ARRANGEMENTS

YEAR 7 TO YEAR 11



Introduction

This admissions policy meets all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

- [Children Act 1989](#)
- [School Standards & Framework Act 1998](#)
- [Education Act 2002](#)
- [Equality Act 2010](#)
- [School Admissions Code 2014](#)
- [Oxfordshire County Council's Co-ordinated Admissions Scheme](#)

School Admissions Appeals will be conducted under arrangements set out in

- [School Standards & Framework Act 1998](#)
- [School Admissions Appeals Code 2012](#)

Admission Number

The admission number for entry to Year 7 each academic year will be 180.

Coordination of admissions for the normal admissions round (Entry to Year 7 each September)

Gosford Hill School is part of the coordinated admission process for Oxfordshire for transfer from primary to secondary school for children to start Year 7 each September.

Children starting Year 6 each September must transfer from primary or junior school to secondary school the following September. Applications must be made by 31 October of their Year 6 academic year. Applications made after this date will be considered to have been made late. Applications can be made online by using the link on Oxfordshire County Council's website
www.oxfordshire.gov.uk/secondaryadmissions

Notification will be sent by second-class post on 1 March of the child's Year 6 academic year (or next working day) for applications received by 31 October. Online applicants will also receive notification by email.

Late applications received after 31 October of the child's Year 6 academic year but by the closing date for late applications published in Oxfordshire County Council's co-ordinated admissions scheme will be treated as late applications. Notifications for late applications will be sent by second-class post on the date published in Oxfordshire County Council's coordinated admissions scheme (early-May of the child's Year 6 academic 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 child's Year 6 academic year).

[The full scheme is published on Oxfordshire 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.

Applications for entry to other year groups at the school (Years 7 to 11) to start during the academic year, can be made at any time. 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).

Applications can be made via Oxfordshire County Council's website:

www.oxfordshire.gov.uk/schooltransfer

5pm on each Thursday during term-time will be treated as a closing date for applications for that week, although a different time-scale may operate during the late summer term.

Applications received by each “closing date” will be considered during the following 10 school days. In most cases the admissions authority would aim to respond to applications by the Thursday, 10 school days after the “closing date”.

The last date for which an application can be accepted for immediate entry during each academic year will be the last Thursday in June of that academic year.

It is possible to apply in advance of an intended start date. However, in-year applications can be made no more than six weeks before the requested entry date if this is not the beginning of a school term or half-term or from the beginning of the half-term prior to the requested start date (at the earliest).

Usually, places will be offered if there are places available in the year group (the number of children in the year group is less than the published Admission Number for the school). Where the Admission Number has changed since that particular year group joined the school, the previous Admission Number may be used. Sometimes, it will not be possible to offer places even though there are less children in the year group than the Admission Number because the school has had to organise in such a way that the admission of a further pupil would cause prejudice to the efficient education of the children already there.

If a place is available in the appropriate year group and there are less applications for places than places available, all applicants 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 applicants will be offered a place.

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 those 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 published on Oxfordshire County Council's public website.](#)

Over-subscription Criteria

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan¹ or a Statement of Special Educational Need naming the school will always be admitted.

¹ An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. **This is therefore not an oversubscription criterion.**

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

1. Children who are "looked after"² by a Local Authority (LA) within the meaning of Section 22 of the [Children Act 1989](#) at the time of their application, and "previously looked after" children³. The term "previously looked after" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order⁴ or special guardianship order⁵).
2. Disabled children who need to be admitted on the grounds of physical accessibility. The definition of disability is that contained within the [Equality Act 2010](#).
3.
 - a. Children who live in the designated area with a brother or sister on roll at the time of application who will still be attending 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. Children who live in the designated area 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.
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 one of the following schools: Dr South's CE Primary School, Islip

² 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.

³ This group includes children who were adopted 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).

⁴ Under the provisions of Section 14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

⁵ 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).

Edward Feild Primary School, Kidlington

North Kidlington School

St Thomas More Catholic Primary School, Kidlington

West Kidlington Primary School and live outside the designated area. If there are more applications than places, priority will be given to those children who live closest to the school by the shortest designated public route as defined on the 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.
7. Children of current Gosford Hill School teaching staff.in either or both of the following circumstances;
 - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

“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 of the [Children Act 1989](#)) at the time of making an application to a school.

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 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 include 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 the parent 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.

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 step-brother or step-sister (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.

Time of Entry (siblings)

The admission rules give some priority to those with a brother or sister attending the relevant school at the applicant's "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; or

- 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.

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 be offered a place at that school. This means that, in these circumstances, the Published Admission Number would be exceeded.

Measuring distances from home to school (The nearest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System)

Information about Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System for measuring home to school distances can be read [online](#).

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

Home address – Secondary School Transfer (Year 7)

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).

The **time of application** is the entire time period from the point when applications can start to be made in the September when a child starts Year 6 until National Offer Day on 1 March (or next working day) the following calendar year.

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 Admissions Authority (and/or Local Authority) about changes of address so that places can be offered fairly and so notification can be sent by post 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 Admissions Authority (or Local Authority) will consider the application to have been made on the basis of a fraudulent or intentionally misleading address. 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.

Oxfordshire County Council will act as the agent for Gosford Hill School to establish the home address.

Changes of Address

Changes of address which occur after the closing date for applications (31 October when the child is in Year 6) can be taken into account if proof of this change is provided no later than the address set down in Oxfordshire County Council’s co-ordinated admissions scheme. To confirm a new address, the Admissions Authority (and/or Local 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 Year 7, the Admissions Authority (and/or Local 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; *or*
- **Assignment Order** if this is a military posting but new quarter has not yet been notified – the address of the military base will be used for allocation purposes.

The Admissions Authority (and/or Local Authority) may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. **Such correspondence must pre-date the application.**

Oxfordshire County Council will act as the agent for Gosford Hill School to establish the home 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 the address which will be used for admissions purposes will be the one registered for child benefit. The Admissions Authority (and/or Local Authority) will request proof of the registered address, which must pre-date the application.

Oxfordshire County Council will act as the agent for Gosford Hill School to establish the address which will be used.

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 (December 2014) published by the Department for Education:

[2.12] 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.

[2.13] 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 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.

Oxfordshire County Council will act as the agent for Gosford Hill School to establish whether a fraudulent application has been made and whether to withdraw a school place offer.

Multiple Applications (Applicants unable to agree on the schools to be listed on the application)

If parents cannot agree on the schools to list on the application and submit separate applications, the Admissions Authority (and/or Local Authority) will only consider the application made by the parent who receives Child Benefit for that child.

If a parent is unhappy with this decision their recourse would be to seek an order from the Court.

School transport

Some children qualify for free transport from home to school.

Oxfordshire County Council does not accept responsibility for the provision or cost of free travel to the designated area school if it is not the closest or nearest available school.

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

[The home to school transport policy is available online.](#)

Admission to an older or younger age group

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

- taking account of the parent's views; and
- any information about the child's academic, social and emotional development; and
 - whether they have previously been educated out of their normal age group; and
- the views of the head teacher of the school(s) concerned.

When informing a parent of the decision on the year group to which their child should be admitted, the Admission Authority will give clear reasons for the decision. Where it has been agreed that a parent's 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 parental 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 (and/or Local Authority) will not give a lower priority on the basis that the child is not of the correct age.

Parents' 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 their preferred age group.

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 Protocol is published on the County Council's public website.

Continued Interest Lists

Oxfordshire County Council will act as the agent for Gosford Hill School for Continued Interest lists (the name for waiting lists in Oxfordshire).

For those applying through the normal admissions round for Reception the Continued Interest list will be maintained from shortly following initial allocation in the April preceding the start of the academic year in September until the end of June of their Reception year.

In the case of those applying in year the Continued Interest list will be maintained until the end of June of that 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.

[The Continued Interest List policy is published on the County Council's public website.](#)

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.

www.oxfordshire.gov.uk/schoolappeals

Determined

Paragraph 1.46 of the 2014 School Admissions Code requires Admission Authorities (and/or the Local Authority) to determine Admission Arrangements by 28 February each year regardless whether a consultation has taken place.

[Objections to these arrangements and rules can be made to the Office of the Schools Adjudicator by 15 May in the determination year.](#)

Date

Signature

Date

Signature

Date Signature

Date Signature

Date Signature

ADMISSION NUMBER

The admission number for Year 7 for September 2017 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.⁶

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

⁶ 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.***

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.⁷ 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 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.

7. Children of current Gosford Hill teaching staff.in either or both of the following circumstances;

⁷ 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.

- a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

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 2016 but before 23 November 2016 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 2017 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.

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 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

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 (in addition to Gosford Hill Students transferring to the sixth form from year 11): 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.⁸

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).⁹
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, 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.

⁸ 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.**

⁹ 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.

INDUCTION PROCEDURES:

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

4. Roles and Responsibilities:

Admissions are led by AHT Student Support, House Leaders, SENCO, Student Support Staff and Pastoral Administration

5. Monitoring and Review:

Reviewed annually by the Full Board Governors

6. Sources and References

OCC model admissions policy
In Year Fair Access protocol

Chair of Governors
Mr A Gauld



