

# Chiltern Edge School





## Admissions Policy

This policy conforms to the recommended guidelines published by  
Oxfordshire County Council Education Service

Person responsible for Policy:	Headteacher
Committee responsible for Policy:	Resources Committee
Date to Governors:	February 2017
Date Agreed:	February 2017
Review Due:	February 2018 and annually thereafter

Is this Policy to appear on school website: Yes

Is this Policy to be displayed in Reception: Yes

Headteacher's Signature: Date:	 9 <sup>th</sup> February 2017
Signature of Chair of the Governors: Date:	 9 <sup>th</sup> February 2017



**OXFORDSHIRE  
COUNTY COUNCIL**  
CHILDREN, YOUNG PEOPLE & FAMILIES

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

## INTRODUCTION

Chiltern Edge School is a Foundation School and the admission arrangements are set out below. The Governors have delegated responsibility to Oxfordshire County Council for the processing of school admissions for entry to Year 7 each year and for in-year applications. However, final responsibility for admissions decisions remains with the Governors.

## ADMISSION NUMBER

The admission number for entry to Year 7 each academic year will be 120.

## ADMISSION CRITERIA

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan<sup>1</sup> or a Statement of Special Educational Need naming the school will always be admitted.

The admission rules for Chiltern Edge School are shown below in descending order of priority.

1. Children who are "looked after"<sup>2</sup> 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" children<sup>3</sup>. 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 order<sup>4</sup> or special guardianship order<sup>5</sup>).
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

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<sup>1</sup> 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.***

<sup>2</sup> 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.

<sup>3</sup> 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).

<sup>4</sup> 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.

<sup>5</sup> 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).



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:

Kidmore End CE Primary School  
Peppard CE Primary School  
Sonning Common 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 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 the school at the applicant's "time of entry". This means that, in the normal admissions round for entry to Year 7 each year, 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 11 who will be attending at the time of application but will have left by the time the younger child joins the school the following September.

## **CONTINUED INTEREST LISTS**

For children who cannot be offered a place, parents will be able to place their child's name on the Continued Interest list for Chiltern Edge School.

For those applying through the normal admissions round for Year 7 the Continued Interest list will be maintained from shortly following initial allocation in the March preceding the start of the academic year in September until 30 June of their Year 7.



In the case of those applying in year the Continued Interest list will be maintained until 30 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.

## **ADMISSION TO AN OLDER OR YOUNGER AGE GROUP**

Children considered for late transfer would almost certainly have an Education, Health & Care (EHC) Plan or Statement of Special Educational Needs. Discussion relating to late transfer would normally be initiated within an annual review.

Any late or early transfer of a child who does not have a Plan or Statement 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, Chiltern Edge School will use random allocation to determine who will be offered a place. This will be carried out on behalf of the school by the Local Authority (an impartial third party).

## **SIBLINGS/BROTHER OR SISTER**

For admission purposes for Chiltern Edge 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 Chiltern Edge 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 Chiltern Edge 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 for Chiltern Edge School, the route from home to school will be measured using the shortest designated route.

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/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres. It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

From the seed point the route firstly connects to the nearest point of the digitised network. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement and they are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey 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 (e.g. alleyways, public footpaths, bridleways, etc). The augmented ITN used by the LA is accurate to at least 1 metre.

All 548,000 kilometres of roads in Great Britain are accurately mapped in a consistent and logical network. The network does not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, "short-cuts" across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the "shortest designated route" is the nearest open gate of the school first arrived at from the direction of travel that is 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. The LA consults with each individual school annually 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](http://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](http://www.capita-cs.co.uk)).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accurate reading up to 1.609344 metres.



The "shortest designated route" is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. 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.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire's county boundary) an internet mapping solution will be used. For addresses in the UK and Europe, we use Google Maps ([www.google.co.uk](http://www.google.co.uk)) which allows measuring by shortest routes when set to 'walking' mode. For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using [itouchmap.com/latlong.html](http://itouchmap.com/latlong.html) We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using [www.nhc.noaa.gov/gccalc.shtml](http://www.nhc.noaa.gov/gccalc.shtml)

## 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).

The **time of application** is the entire time period from the point when applications can start to be made in the September of the year before entry until National Offer Day the following March.

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 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 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.



## CHANGES OF ADDRESS

Changes of address which occur after the closing date may be taken into account if proof of this change is provided by the date published in the LA's Admissions Rules. 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 the September when the child could start school we may not accept the address for admissions purposes**; *or*
- A copy of your Council Tax Bill **showing the same name(s) as on the school place application (CAF)**; *or*
- **Letter from a new employer** (e.g. University college) where accommodation is being provided by them and is tied to the new post/job giving details of this new address; *or*
- **New Quarter Information** 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.

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 the 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 the address we will use for admissions purposes will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.

The Local Authority will act as the 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 (December 2014) 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 the school's agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application.

## **COORDINATION OF ADMISSIONS FOR THE NORMAL ADMISSIONS ROUND**

Chiltern Edge School is part of the coordinated admission process for Oxfordshire for entry to the Reception year group.

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

## **IN YEAR ADMISSIONS (YEARS 7 TO 11)**

Chiltern Edge 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.

## **ADMISSION APPEALS**

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





**DETERMINED**

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Date

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Signature

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Date

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Signature

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Date

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Signature

