# Maiden Erlegh Chiltern Edge

# Admission Arrangements for the academic year 2028/29

Maiden Erlegh Chiltern Edge is an 11-16, co-educational, all-ability secondary school and this document details the policy to be followed for admissions to Maiden Erlegh Chiltern Edge. It is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

**Published admission number (PAN)**
The admission number for entry to Year 7 each academic year will be 60.

**Application process**
Maiden Erlegh Chiltern Edge is part of the local authority's co-ordinated admissions scheme administered by Oxfordshire County Council on behalf of the Trust. Parents wishing to send their children to Maiden Erlegh Chiltern Edge should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority guides and on the Oxfordshire County Council website.

Applications received after the published deadline (**31 October 2027**) will be treated as a 'late' application and will be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application the application may be treated as on-time, provided it is received by **15 January 2028**. In such instances, evidence may be required

**Over subscription criteria**
In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan[1] or a Statement of Special Educational Need naming the school will always be admitted.

If there are more applicants than places available, applications will be prioritised in accordance with the following over-subscription criteria in descending order of priority.

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[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.***

1. Looked after children or children who were looked after[2], and "previously looked after" children[3]. 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[4] or special guardianship order[5]). This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.[6]

2. The children of staff at Maiden Erlegh Trust (this includes all staff groups), whose main place of work is Maiden Erlegh Chiltern Edge at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust by 1 July of the year of application and made available on the school website.

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.

   b. Children who live in the designated area.

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.

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[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. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

[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).

[6] A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by a public authority, a religious organisation, or any other provider whose sole or main purpose is to benefit society.

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.

6. Any other children.

**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.

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

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 the year of admission 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 that it would be in the best interests of the child for such a transfer; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and Maiden Erlegh Chiltern Edge) and any relevant professionals

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asked for their opinion on the case by Maiden Erlegh Chiltern Edge. 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, Maiden Erlegh Chiltern Edge 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 and/or sister)**
For admission purposes for Maiden Erlegh Chiltern Edge, 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, children from multiple births and/or siblings born in the same academic year**
Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered, even if this will result in the school going above its planned admission number.

**Fair Access Protocol**
The Fair Access Protocol is part of the admission arrangements for Maiden Erlegh Chiltern Edge as it is for all state funded mainstream schools in Oxfordshire.

**Tie-breaker**
Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the following tiebreaker will be applied to decide which of the applicants can be offered places and the waiting list order. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to Maiden Erlegh Chiltern Edge in terms of radial (straight-line) distance. This is the system used by Oxfordshire County Council.

The start point of the measurement is the **"seed point"** of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the British Co-ordinate System (Easting/Northing). 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

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addresses in Oxfordshire and surrounding areas. The end point of the straight-line distance will be determined by Oxfordshire County Council on behalf of the school.

The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via getlatlong.net/ A straight-line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml

**Random allocation**
If the distance "tie break" produces an identical result for two or more applicants, Maiden Erlegh Chiltern Edge 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).

**Residency requirements**
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.

**Change of address**

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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 (September 2021) published by the Department for Education:

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"[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.

**In year admissions (Years 7 to 11)**
Maiden Erlegh Chiltern Edge 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.

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

**General contact information for all admissions**

Copies of the school admissions arrangements are available on the school website:

www.maidenerleghchilternedge.co.uk

Or from the School Operations Manager, who should be contacted in the first instance with any queries about the school admission arrangements.

Email: meceoffice@maidenerleghtrust.org Telephone: 0118 972 1501

School Operations Manager
Maiden Erlegh Chiltern Edge
Reades Lane
Sonning Common
Reading
RG4 9LN

Copies of Oxfordshire County Council documents, parent's guides and common application forms are available on its website:

www.oxfordshire.gov.uk/residents/schools/apply-school-place

Address: School Admissions Team
City County Hall
New Road
Oxford
OX1 1ND

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