



Kirtlington  
C.E. School

**ADMISSIONS POLICY**  
**FOR**  
**SEPTEMBER 2023 – AUGUST 2024**

## **KIRTLINGTON C. E. PRIMARY SCHOOL ADMISSIONS POLICY FOR SEPTEMBER 2023 – AUGUST 2024**

We are a small, village school passionate about inspiring children to become highly successful, independent learners. Through our curriculum, we seek to create opportunities to engage, motivate and equip our pupils with the skills, knowledge and understanding that will enable them to become lifelong learners in the 21st Century. We are an inclusive school with Christian values at the heart of everything we do and keen to develop in every child a rich appreciation and understanding of the modern world. We provide an inclusive, supportive and caring environment in which children can learn and flourish. We are proud of our children, our learning environment and the positive, supportive relationships we have with our parents and the wider community.

We welcome applications from all members of the community.

The Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation including that on infant class sizes and equal opportunities.

### **Responsibility for Admissions**

The Governing Body of this Church of England Voluntary Aided Primary School, not Oxfordshire County Council Local Authority, is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate admissions to all maintained schools in Oxfordshire. Details of the LA arrangements are in the Oxfordshire Admissions and Transfers Booklet. The booklet also explains how parents can express a preference for a school and give reasons for that preference. Late applications and applications for entry into other years should also be made in line with the co-ordinated scheme. In-year admissions will be administered by the Governing Body via the LA.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2023 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2023. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 17 April 2023.

### Admission arrangements to the Reception Year in September 2023

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2018 and 31 August 2019 may apply for them to be admitted to the Reception Year in September 2023. There are 15 places (the published admission number (PAN)) available. Our policy is not to offer admission in September 2023 to children who were born on or after 1 September 2019.

Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may request that their child is not admitted until later in the school year 2023/24 (but no later than the term, using the three-term year, after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child (provided it is taken up during the school year 2023/24), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2024 and 31 August 2024 (summer-born children), parents who do not wish them to start school in school year 2023/24, but to be admitted to the Reception Year in September 2024, should proceed as follows. They should apply at the usual time for a place in September 2023 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2024. NB parents would need to

provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day (17 April 2023), their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2024) for a Reception place in September 2024. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2023 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2024 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2023/24 Reception Year group.

Parents may request that their child attends school part-time until they reach compulsory school age. Arrangements should be discussed with the head teacher prior to starting school.

The admission number for the year commencing September 2023 is 15.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. Applications must be made to the Oxfordshire LA via their website, who will then contact the school. Admissions outside the normal age group will be dealt with as indicated below.

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

The Governors may admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that the Governors may not refuse admission to other age groups on the grounds that they have already reached their PAN. The Governors may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term (using the three term year) in advance of the desired date of entry. For example, for entry in January the application will not be considered until after the half term break in October.

If parents are moving house the school will ask for evidence of the move before considering any application for a place. We would not normally accept an address where: this is a second address and the main home is elsewhere; where the child is resident other than with a parent or carer unless this was part of a fostering or formal care arrangement; where part of the family had moved unless connected with a divorce or permanent separation arrangement. In all cases we would require documentary evidence.

Upon receipt of an in-year application, the school or local authority will notify the parents of the result of their application in writing within 15 school days, but the school will aim to do so within 10 school days. Where an application is refused, the school or local authority will also set out the reason for refusal and information about the right to appeal. The school will also notify the LA of every application if managed directly and its outcome as soon as reasonably practicable but should aim to do so within two school days.

### **Admissions outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully eg. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that

to do so would be in the pupil's interests.

In all cases, all applications will be treated equally, not taking into account academic ability and aptitude. In making offers of places for the Foundation Class, the Admissions Sub-Committee will apply the oversubscription criteria set out in this section. These criteria will also be applied in the event that it is necessary to establish the priority of several applications for admission to Y1 to Y6.

Children with an up-to-date Education, Health and Care plan naming Kirtlington School in accordance with Section 324 of the Education Act 1996 will always be offered places. Once these children have been admitted, the Admissions Sub-Committee will allocate the remaining places in accordance with the following oversubscription criteria, which are listed in order of priority.

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (see note 1).
2. Children of families who have exceptional medical or social needs that make it essential that they attend Kirtlington Primary School rather than any other (see note 2). These needs must be fully supported by written evidence from a medical professional involved with the family.
3. A child with a normal home address (see note 3) in the Ecclesiastical Parish of Kirtlington (including Northbrook) and with a sibling (see note 4) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. A child with a normal home address (see note 3) in the Ecclesiastical Parish of Kirtlington (including Northbrook) at the time of application.
5. A child with a normal home address (see note 3) outside the Ecclesiastical Parish of Kirtlington (including Northbrook) and with a sibling (see note 4) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Children with a normal home address outside the school's catchment area at the time of application.

A map delineating the area covered by the Ecclesiastical Parish of Kirtlington (including Northbrook) is available through the School Office.

Proximity of the child's home, with those living nearer being accorded the higher priority, will serve to differentiate between pupils in **criteria 1-6** should the need arise. The straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire LA's Geographical Information System as described in their Admissions Booklet.

Where children in a category live an identical distance from the School, as measured by the LA, the Admissions Sub-Committee will give priority between these according to a random allocation. The arrangements for any such random allocation will be transparent, and will be supervised by a person who is independent of the School, in accordance with the School Admissions Code.

**Note 1:** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the

Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside 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.

**Note 2:** When applying under Criterion 2 you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Kirtlington School.

This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals. It must be established that Kirtlington School has all the necessary facilities and infrastructure to cope with the medical needs of the child (if appropriate). Any evidence received will be assessed objectively. This does not suggest that a child would be denied a place because of a medical need.

**Note 3:** by normal home address, we mean your child's home address. This is your child's permanent address at the time you make the application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a child's benefit book or medical card, if there are reasons why a child does not live at his or her parents' address. For example, if he or she is resident with a grandparent, you need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a current driving licence/utility bill (if not a driver) confirming your name and address.

If you are not sure whether or not you live in the Ecclesiastical Parish of Kirtlington (including Northbrook) (see **note 5**), you can ask the school to check this for you and you will receive a written response. If you are moving into the catchment area, we will ask for evidence of your move before considering any application for a place. We need to know that you will be resident in the catchment area on 1st September 2023. If you move later, we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement for at least 12 months. The school reserves the right to verify that you live at the address.

**Note 4:** sibling refers to brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

If the last pupil to be offered a place within the school's published admission number is one of a multiple birth, any further sibling can be admitted. This may raise the intake number above the

school's Published Admissions Number. The Published Admissions Number will remain unchanged so that no other pupil will be admitted until a place becomes available within the Published Admissions Number.

**Note 5:** The civil parishes' boundaries as notified in 1998 (Ordnance Survey).

#### **Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. The school will use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- c) not reserve blocks of places for these children.
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

#### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should now be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school cannot consider a second application in the same school year 1st September – 31st August unless there is a major change in circumstances eg. change of address.

#### **Waiting List**

The school maintains a waiting list for those children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

#### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 15 for Reception 2023/24.

#### **In-Year Fair Access Protocol for Oxfordshire:**

Kirtlington School follows the Fair Access Protocol for Oxfordshire. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues.

Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

This Admissions Policy has been agreed with the Oxford Diocese and the Local Authority for the school year 2023/2024.

For further information in the first instance please contact the school office. Contact details are as follows:

Kirtlington Primary School  
Heyford Rd  
Kirtlington Oxon  
OX5 3HL

Telephone: 01869 350210

Email: [office.3500@kirtlington.oxon.sch.uk](mailto:office.3500@kirtlington.oxon.sch.uk)

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made via the school office.

**This Admissions Policy 2023-2024 was approved by the Governing body on: 15.02.22.**