Kirtlington
C.E. School

ADMISSIONS POLICY

FOR

SEPTEMBER 2026 – AUGUST 2027

Approved by FBG on 28th January 2025

KIRTLINGTON CE PRIMARY SCHOOL ADMISSIONS POLICY FOR SEPTEMBER 2026 – AUGUST 2027

We are a small village school, and are 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 School 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.

There are 15 places available.

Admission arrangements to the Reception Year in September 2026

Even if a child already attends the nursery class at Kirtlington CE Primary School, a new application must be made to start Reception year group for the first time.

Pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose child was born between 1 September 2021 and 31 August 2022 may apply for them to be admitted to the Reception Year in September 2026.

Parents of a child born between 1 September 2021 and 31 March 2022 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2026/27), although children may benefit from starting at the beginning of the school year, rather than part way through it.

For children born between 1 April 2022 and 31 August 2022 (summer born children) parents can defer the date that their child is admitted to school but not beyond the beginning of the final term of the school year. Parents should refer to DfE Guidance on requesting a delayed school start for children born in the summer: Summer born children: advice for parents.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right, they should discuss detailed arrangements with the Headteacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2026 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 2026. 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 given to parents on 16 April 2026.

Over-subscription criteria

Children with an Education, Health and Care (EHC) plan naming Kirtlington CE Primary School will always be offered places.

If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

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 2)
2 Families who have exceptional medical or social needs that make it essential that their child attends Kirtlington CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
3 Children with a normal home address (See Note 4) in the Ecclesiastical Parish of Kirtlington (including Northbrook) and with a sibling (see Note 5) 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 Children with a normal home address in the Ecclesiastical Parish of Kirtlington (including Northbrook).
5 Children with a normal home address outside the Ecclesiastical Parish of Kirtlington (including Northbrook) and with a sibling 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 Ecclesiastical Parish of Kirtlington (including Northbrook) who attend, or have successfully applied to attend, the Nursery provision at Kirtlington CE Primary School at the time of application.
7 Other children.

See Note 6 for a map delineating the area covered by the Ecclesiastical Parish of Kirtlington (including Northbrook).

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

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.

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 above), a place will be offered.

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

Admission 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. A parent of a summer-born child who wishes their child to start in the autumn term following their 5th birthday (ie in the Reception Year rather than Year 1) should refer to: DfE Guidance: Making a request for admission out of the normal age group. Each case will be considered on its own merits and circumstances and a decision made based on what is in the pupil's best interests. It is recommended that parents discuss their wishes with the head teacher at the earliest opportunity. The governing body may ask relevant professionals for their opinion. If a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Waiting Lists

The school maintains waiting lists through Oxfordshire County Council for those children who are not offered a place and whose parents request that they be added to the list during the admissions process.

The list will be re-ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the 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.

Fair Access

The school participates in Oxfordshire LA's Fair Access Protocol. 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.

Appeals

Any parent not offered a place for their child at their preferred school has the right of appeal to an independent appeals panel. Details of appeals arrangements are available from the school, including the date by which an appeal should be submitted. In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for a child in the same school year (1 September – 31 August), unless there has been a material change in

circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Further information

Further information can be obtained from the School Office:

Kirtlington CE Primary School
Heyford Road
Kirtlington
OX5 3HL

Telephone: 01869 350210
Email: office.3500@kirtlington.oxon.sch.uk

Notes

Note 1:

'Parent' is defined in law (The Education Act 1996) as either:

a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
b) any person who has care of the child or young person.

Note 2:

A 'looked-after child' is one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its functions. 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 (eg a copy of the adoption, child arrangements or special guardianship order). A 'looked-after child' includes any child who appears to have 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 3:

Applications under criterion 2 (exceptional medical or social needs), must be supported by evidence from an independent professional person which clearly demonstrates why the school is the most suitable and must illustrate the difficulties that would be caused if the child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of the circumstances of the case. The school reserves the right to ask for further evidence or

clarification where necessary and may seek the advice of appropriate professionals where necessary.

Note 4:

The home address is where the child normally lives. This will be where the parent or legal carer of the child lives with the child unless it is shown that the child is resident elsewhere with someone else who has legal care and control of them. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

Where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, the home address will be assumed to be the address at which the child is registered with a GP.

Evidence of the normal home address may be requested in the form of a recent bill, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned.

If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (eg a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can be withdrawn even after the child has started at the school.

If parents are moving house, evidence of the move will be requested when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

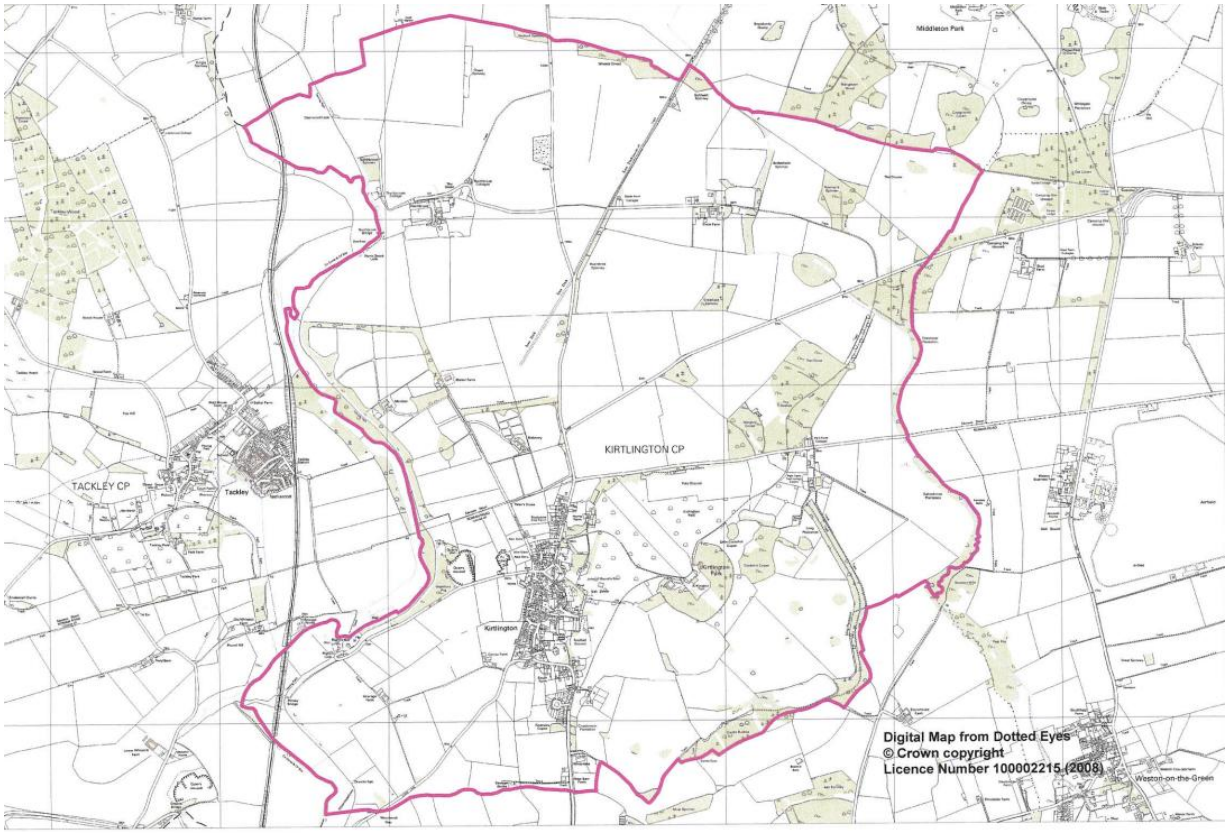
An address of a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made.

An address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement will not be accepted.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5:

'Sibling' means a natural brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6:

The straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire LA's Geographical Information System.