



**Admission arrangements and  
over-subscription criteria for  
1 September 2026 to 31 August 2027**



**John Mason School**  
Excellence Through Creativity

Consultation	2 December 2024 to 13 January 2025
Determined	
Review	

## Introduction

John Mason School is an academy. [Abingdon Learning Trust \(ALT\) \(abingdonlearningtrust.org/\)](http://Abingdon Learning Trust (ALT) (abingdonlearningtrust.org/)) is responsible for admissions decisions. The Trust has delegated this responsibility to the Local Governing Board (LGB). The Trust and LGB will work closely with Oxfordshire County Council and will use the council as their agent for the processing of applications for places.

## Legal Framework

These arrangements and over-subscription criteria meet all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

- Adoption Act 1976  
[www.legislation.gov.uk/ukpga/1976/36/contents](http://www.legislation.gov.uk/ukpga/1976/36/contents)
- Children Act 1989  
[www.legislation.gov.uk/ukpga/1989/41/contents](http://www.legislation.gov.uk/ukpga/1989/41/contents)
- School Standards & Framework Act 1998  
[www.legislation.gov.uk/ukpga/1998/31/contents](http://www.legislation.gov.uk/ukpga/1998/31/contents)
- Adoption and Children Act 2002  
[www.legislation.gov.uk/ukpga/2002/38/contents](http://www.legislation.gov.uk/ukpga/2002/38/contents)
- Education Act 2002  
[www.legislation.gov.uk/ukpga/2002/32/contents](http://www.legislation.gov.uk/ukpga/2002/32/contents)
- Equality Act 2010  
[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)
- School Admissions Appeals Code 2012  
[www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code)
- Children and Families Act 2014  
[www.legislation.gov.uk/ukpga/2014/6/contents](http://www.legislation.gov.uk/ukpga/2014/6/contents)
- School Admissions Code 2021  
[www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2)
- Oxfordshire County Council's Co-ordinated Admissions Scheme  
[www.oxfordshire.gov.uk/admissionrules](http://www.oxfordshire.gov.uk/admissionrules)

## Admission Number

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

## Coordination of admissions for the normal admissions round (Starting Year 7 each September)

The academy is part of the coordinated admission process for Oxfordshire for children starting secondary school for the first time in Year 7 each year.

Children generally start secondary school in the September after their 11<sup>th</sup> birthday. Applications must be made by 31 October of the Year 6 academic year. Applications made after this date will be considered to be late. Applications can be made online by using the link on Oxfordshire County Council's website [www.oxfordshire.gov.uk/secondaryadmissions](http://www.oxfordshire.gov.uk/secondaryadmissions) or on paper.

Online applicants will receive an email on 1 March of the academic year in which the application was made (or next working day). If the first preference was offered and the Council determines that the child will not be eligible for free home to school travel assistance, this will be the only notification sent. For other online applications (those not offered their first preference school or those where the Council determines the child will be eligible for free home to school travel assistance) and those who applied on paper by 31 October, notification will be sent by second-class post on 1 March of the academic year in which the application was made (or next working day).

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

The full scheme is available on the Council's website

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

## **In-Year Admissions (Years 7 to 11)**

The academy is part of the coordinated in-year admissions process for Oxfordshire.

Applications for entry to other year groups at the academy (Year 7 to Year 11) to start during the academic year, can be made at any time. Applications should be started no more than 6 weeks (or one half term) before the intended start date. 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). The last date for which an application can be accepted for immediate entry during each academic year will be the last school day in June of that academic year.

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

[www.oxfordshire.gov.uk/schooltransfer](http://www.oxfordshire.gov.uk/schooltransfer) or on paper.

The Council expects to respond to applications on behalf of the academy within 15 school days.

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 operating number for that year group at the academy). The operating number for the year group will usually be the Published Admission Number for that year group when it first started Year 7. Sometimes the operating number will be different to the Published Admission Number.

Sometimes, it will not be possible to offer places even though there are less children in the year group than the operating number because the academy has had to organise in a way that means 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 the 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 available on the Council's website  
[www.oxfordshire.gov.uk/admissionrules](http://www.oxfordshire.gov.uk/admissionrules)

### **Over-subscription Criteria for entry to Year 7 (normal phased transfer for starting secondary school for the first time)**

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan<sup>1</sup> in which the school is named in Section I must always be admitted.

The oversubscription criteria below will be followed in descending order of priority.

1. Children who are “looked after”<sup>2</sup> (LAC) by a Local Authority within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children<sup>3</sup> (PLAC), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC)<sup>4</sup> and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.
2. Children of a member of staff who works at the school.
3. Children who attend an Abingdon Learning Trust primary school (see separate list) in the area and live in the catchment area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
4. Children who live in the catchment area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
5. Children who attend an Abingdon Learning Trust primary school (see separate list) in the area and live in the catchment area.
6. Children who live in the catchment area.

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<sup>1</sup> An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. **Therefore, this is 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> Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

<sup>4</sup> The 2021 School Admissions Code regards a child 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.

7. Children who attend an Abingdon Learning Trust primary school (see separate list) in the area and have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment area.
8. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment area.
9. Children who attend an Abingdon Learning Trust primary school (see separate list) in the area.
10. Children who attend a traditional partner primary school (see separate list) but live outside the catchment area.
11. All other children who do not live in the catchment area and also do not have a brother or sister on roll at the time of application who will still be attending at the time of entry.

In all categories above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

### **Over-subscription Criteria for entry to Year 7 to Year 11 during the academic year (in-year transfers)**

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan<sup>5</sup> in which the school is named in Section I must always be admitted.

The oversubscription criteria below will be followed in descending order of priority.

1. Children who are “looked after”<sup>6</sup> (LAC) by a Local Authority within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children<sup>7</sup> (PLAC), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC)<sup>8</sup> and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.
2. Children of a member of staff who works at the school.
3. Children who live in the catchment area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
4. Children who live in the catchment area.
5. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment area.

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<sup>5</sup> An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. **Therefore, this is not an oversubscription criterion.**

<sup>6</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>7</sup> Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

<sup>8</sup> The 2021 School Admissions Code regards a child 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.

6. All other children who do not live in the catchment area and also do not have a brother or sister on roll at the time of application who will still be attending at the time of entry.

In all categories above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

### **“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(1) 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(1) 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<sup>9</sup>, residence, or special guardianship order<sup>10</sup>.

A revised School Admissions Code came into force on 19 December 2014, and this states that 'previously looked after' children includes 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<sup>11</sup>.

If applying on behalf of a “previously looked after” child, who was previously in state care in England, 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.

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<sup>9</sup> An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) or an order under the Adoption and Children Act 2002 (see Section 46 adoption orders).

<sup>10</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/s.

<sup>11</sup> A 'child arrangements order' is an 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 as amended by Section 14 of the Children and Families Act 2014.

## **Children who appear, to this Admission Authority, to have been in state care outside England and ceased to be in state care after being adopted (“internationally adopted previously looked after children”) (IAPLAC)**

A further revised School Admissions Code was agreed in July 2021 and this came into force on 1 September 2021. The new Code further broadens the existing priority for 'looked after' children and 'previously looked after' children to include those children who appear to an Admission Authority to have been in state care outside England (in the School Admissions Code 2021 they are referred to as “internationally adopted previously looked after children” (IAPLAC)) and ceased to be in state care as a result of being adopted. The Code regards a child 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.

Responsibility for determining whether a child is eligible to be considered as an IAPLAC rests with the Admission Authority. Subject to ministerial approval, the Department for Education plans to publish non-statutory guidance on the admission of IAPLAC. This guidance will aim to assist and support admission authorities in assessing evidence provided by parents. If there is doubt about the acceptability of evidence provided by the parent, advice will be sought from the Head of Oxfordshire’s Virtual School. This Admission Authority will take a pragmatic approach to the decision-making process where evidence is lacking.

## **Children of a member of staff who works at the school**

A member of staff is defined as a person:

- employed by the Trust who has worked at the school for two or more years; or
- recruited by the Trust to fill a vacant post at the school for which there is a demonstrable skill shortage.

The member of staff must work at the school site as their principal work location.

## **Abingdon Learning Trust primary school in the area**

Currently the primary school(s) listed below are part of the Trust

- Rush Common Primary School
- St Michael’s CE Primary School, Steventon

Check the Trust website [abingdonlearningtrust.org/schools/](http://abingdonlearningtrust.org/schools/) for any updates.

## **Catchment areas**

The catchment area can be viewed on the Oxfordshire public website (an electronic copy can be sent on request). Living within the catchment area gives a high priority for admission but there is no guarantee that a place will always be made available. There is also no guarantee that free travel assistance will be provided if it is not the closest or nearest available school.

## **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 stepbrother or stepsister (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 the only sibling already at the school is a brother or sister in Year 11.

### **Twins and Children from Multiple Births**

Where the parent has made the same preference 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.

### **Traditional partner primary schools**

The primary schools listed below are considered to be the traditional partner primary schools.

- Abbey Woods Academy (Berinsfield)
- Clifton Hampden Church of England Primary School
- Dorchester St Birinus Church of England Primary School
- Drayton Community Primary School
- Dry Sandford Primary School
- Dunmore Primary School (Abingdon)
- Long Furlong Primary School (Abingdon)
- Radley Church of England Primary School
- St Edmund's Catholic Primary School (Abingdon)
- St Michael's Church of England Primary School, Steventon
- St Nicolas Church of England Primary School, Abingdon
- Sunningwell Church of England Primary School
- Sutton Courtenay Church of England Primary School
- Thomas Reade School (Abingdon)
- Wootton St Peter's Church of England Primary School

### **Children eligible for Service Pupil Premium**

The central government website ('gov.uk') advice has been updated about Service Pupil Premium.



[www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know](http://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know)

Parents will need to provide evidence of eligibility when they apply for school (for example, a copy of the military ID of the parent who makes the school application or a letter from a commanding officer confirming status).

## **Measuring distances from home to school (the straight-line distance calculated by Oxfordshire County Council)**

The straight-line distance from home to school will be calculated as set out below.

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 National Land and Property Gazetteer (NLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest metre and uses the British Co-ordinate System (Easting/Northing). 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.

The end point of the straight-line distance is the front door of main Reception facing Wootton Road.

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 [www.latlong.net](http://www.latlong.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](http://www.nhc.noaa.gov/gccalc.shtml)

## **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 Local Authority will use random allocation to determine who will be offered a place.

## **Home address for families of service personnel with a confirmed posting, or crown servants returning from overseas**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Admission Authority will 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. It will not refuse to process an application and will not refuse a place solely because the family does not yet have an intended address or does not yet live in the area.

In addition, the Admission Authority will use the address at which the child will live when applying oversubscription criteria, provided the parents provide some evidence of the intended address. If requested by a parent, the Admission Authority will use a Unit or quartering address as the child’s

home address when considering the application against the oversubscription criteria.

The Admission Authority will not reserve blocks of places for children of service personnel, or crown servants returning from overseas.

The Admission Authority will assist the council to ensure that arrangements in Oxfordshire support the Government's commitment to removing disadvantage for service children.

## **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).

### Normal phased transfer for starting secondary school for the first time in Year 7

The **time of application** is the entire time period from the point when applications can start to be made in the September when the application process opens until 1 March (or next working day) the following calendar year.

### Changes of Address

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 Admission Authority (and/or Local Authority) about changes of address so that places can be offered fairly, and so notification can be sent 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 Admission Authority will consider the application to have been made on the basis of a fraudulent or intentionally misleading address (see below). 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 normal phased transfer for starting secondary school for the first time in Year 7

Changes of address which occur after the closing date for applications (31 October in the application year) can be considered if proof of this change is provided no later than the date in November set down in Oxfordshire County Council's co-ordinated admissions scheme.

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

### Changes of Address (all)

To confirm a new address, the Admission 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 school, the Admission 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 and the parent has requested that this address should be used for allocation purposes; *or*
- **Assignment Order** if this is a military posting but new quarter has not yet been notified and the parent has requested that the address of the military base be used for allocation purposes.

Oxfordshire County Council will act as the agent for the academy 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 at more than one address the address used for admissions purposes will be the one registered and confirmed as the main address by the current/previous school. If it is not possible to establish the main address from the current/previous school records and the parents state that the child spends 50% of time with each parent, the parents will be asked to agree which address will be used as the main address for admissions purposes or they will be required to have this determined legally via a Court Order.

Oxfordshire County Council will act as the agent for the academy 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 the catchment area) and this results in the denial of a place to a child with a stronger claim, the Admission Authority may withdraw the offer of the place. This follows the guidance in paragraphs 2.13 and 2.14 of the School Admissions Code (1 September 2021) published by the Department for Education:

[2.13] 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.

[2.14] 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 the academy to establish whether a fraudulent application has been made and will act on instruction from the academy if the offer of a place at the academy will be withdrawn.

## **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 council (acting on behalf of the Admission Authority) will write to all parties and request they reach agreement (using legal arbitration if necessary). If agreement cannot be reached in a timely manner and this would risk no application being processed and the child being without a school place, the council will process the application from the parent with the address registered and confirmed as the main address by the current/previous school.

If it is not possible to establish the main address from the current/previous school records and the parents state that the child spends 50% of time with each parent, the parents will be asked to agree which address will be used Cc School office, St Gregory the Great Catholic School as the main address for admissions purposes. If they cannot agree or a parent is unhappy with a decision made by the council on behalf of the academy their recourse would be to seek an order from the Court.

## **“Shortest safe route” for home to school travel assessments**

This is measured from the same start point defined in the straight-line distance measuring rules. From the start point the route firstly connects to the nearest point of the digitised network.

The digitised network is constructed from a subset of the national road and path data supplied by Ordnance Survey. This data has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information 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 network has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). The augmented network used by the LA is accurate to at least 1 metre.

All roads and paths 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 as public routes.

The end point of the 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 Admission Authority. The council consults with each individual school annually to ensure accurate placement of gates and their availability for use.

The shortest safe route is established using an algorithm within the bespoke software used by the council. This software is called Early Years and Education System (EYES) which is supplied by Liquid Logic ([www.liquidlogic.co.uk/](http://www.liquidlogic.co.uk/)).

EYES measures in miles accurate to three decimal places, which gives an accurate reading up to 1.609344 metres.

The shortest safe 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 safe route is also not necessarily a walking route because, for example, where the measurement uses a road, the route is along the centre of the road not along the edge (pavement or equivalent) of the road. In calculating the shortest

safe route, certain parts of the network of roads and/or paths have been specified as unsafe and the route will use an alternative which will be longer. This longer distance will be used to determine whether a child is eligible for free home to school travel assistance.

Other measuring systems may give a different measurement, but the council cannot take a measurement from another measuring system into account because this would lead to inconsistency in the method used to measure the shortest safe route and determine a child's eligibility for free home to school travel assistance.

## **Home to School Travel Assistance**

Some children qualify for free travel assistance from home to school. If a child is eligible the council will notify the parent in writing in an offer letter.

The council does not accept responsibility for the provision or cost of free travel assistance to the catchment area school if it is not the closest or nearest available school.

Where a child is eligible for free travel assistance, but spends time with different parents at different addresses, the 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  
[www.oxfordshire.gov.uk/schooltransport](http://www.oxfordshire.gov.uk/schooltransport)

## **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:

- considering the parent's views.
- any information about the child's academic, social, and emotional development.
- whether they have previously been educated out of their normal age group.
- 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 council will write on behalf of the Admission Authority providing 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 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 the preferred age group.

## **In-Year Fair Access (IYFA) Protocol**

The Admission Authority will participate in the council's IYFA Protocol which is part of the admission arrangements for the academy as it is for all state-funded schools in Oxfordshire.

The Protocol is published on the County Council's public website:

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

## **Waiting Lists**

Parents will be able to place their child's name on the Waiting List for the academy if a place could not be offered and a lower preference was offered instead.

### Waiting List duration for normal phased transfer for starting secondary school for the first time in Year 7

For those applying through the normal admissions round to start Year 7, the waiting list will be maintained between the dates published in the council's co-ordinated admissions scheme, available online at [www.oxfordshire.gov.uk/admissionrules](http://www.oxfordshire.gov.uk/admissionrules)

This is likely to be from late-May in the application year to 30 June of the Year 7 academic year.

### Waiting List duration for other age ranges

In the case of those applying in year, the waiting 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 at the end of June each year. Children will not be automatically moved to a new waiting list for the following academic year. A re-application will be necessary each year.

More information about waiting lists is published on the council's public website.

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

## **Admission Appeals**

There is a statutory right to an admission appeal should a child be refused a place at the academy. The Admission Authority uses the service provided by the council. Any appeals will be heard by an Independent Appeal Panel (IAP). Information about the process is available online.

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

### Two Stage Prejudice Appeals

If a place cannot be offered this will usually be because the admission of a further child would cause prejudice to the efficient education of the children already at the school or the efficient use of resources or both.

At the appeal, the Admission Authority representative will present the case why the admission of an additional child would cause prejudice. The Independent Appeal Panel (IAP) and/or appellants can question the evidence.

The IAP then decides, in private, if the case is proven and if the Admission Authority has complied with the mandatory requirements. The IAP can decide one of the following:

- the case is 'not proven'. This means the Admission Authority failed to prove there would be prejudice and all children appealing for a place would be offered a place. The appeal ends at this Stage and there is no second stage; or
- the case is 'proven'.

If the IAP decides that the case is proven, the second stage (or balancing stage) starts. Parents can give their personal reasons in private why an exception should be made and their child should be offered a place. After all parents have presented their personal cases, the IAP makes a further decision, again in private, whether any appeals should be upheld (whether the child(ren) should be given place(s) at the school).

Normally parents will be notified about the outcome of the appeal by the end of the day when the appeal is heard.