

# Horspath C of E Primary School admission arrangements for 2019-2020

## Introductory statement

Horspath C of E Primary School is a part of the River Learning Trust.

Horspath C of E Primary School values and supports all of its members as individuals. It is a happy, welcoming and safe environment which promotes learning and self-confidence.

We are a church school:

- Where children from all cultures and faiths thrive, learning skills and behaviours that will guide them their whole lives.
- That underpins teaching, learning and daily school life with the Christian values of forgiveness, respect for others, truth and a sense of accountability.
- Where all children from every background have the very best that the school community can give them so that they are challenged and inspired to achieve their full potential.
- A school that encourages work and play across the age range so that children and staff know everyone in the school community.
- A school that is a key member of our local community.

## Admission number(s)

Horspath School has a published admission number (PAN) of 20 for entry into the Reception class each year.

## Application process

Horspath School participates in the Local Authority (Oxfordshire County Council) co-ordinated admissions scheme.\*

In Oxfordshire all children are expected to enter school at the beginning of the academic year they become 5 years old. All children are entitled to a full-time place at school in the September following their fourth birthday. Parents may defer their child's starting date until later in the school year, but not beyond the compulsory school age of 5 years old, and not beyond the beginning of the final term of the school year for which an application was made. However, at Horspath School we strongly advise parents against this because it disadvantages a child to start later than the rest of their year group.

For children born between the 1<sup>st</sup> of April and the 31<sup>st</sup> of August parents can apply to defer their child's start date until they are chronologically of Year 1 age. The parent concerned would need to apply for a place for their child for entry in September 2020 and the parent can request the school's permission for their child to be considered for a place in Reception rather than Year 1.

Applications from Oxfordshire residents can be made online by using the link on Oxfordshire County Council's website. Applicants from residents outside Oxfordshire will be made via their own local authority.

Notification will be sent by second class post in April 2019 for applications received by the January deadline. Online applicants will also receive notification by email.

All applications received after the January deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the Continued Interest List. For more details about the Continued Interest List, please see below.

## **Oversubscription criteria**

The school has a designated catchment area of Horspath village.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. Children with a Statement of Special Educational Needs or Educational Health Care Plan which names Horspath School as the most appropriate school to meet the needs of the child.
3. Children living in the school's designated catchment area. If there are more applicants than places in this category priority will be given in the following descending order:
  - 3.1. Children who live within the catchment area of the school who have a sibling who is currently on roll and will still be attending Horspath School at the time of entry.
  - 3.2. Children who live closest to the school using the nearest designated public route as defined on the Directorate for Learning and Culture's Geographic Information System.
4. Children living outside the designated catchment area who have siblings who already attend Horspath School. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest public route as defined on the Directorate for Learning & Culture Information system.
5. Other children who live outside the catchment area of the school.

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<sup>1</sup> A looked after child is a child who is (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).

## Tie-break

If there are more applicants than places, priority will be given as above, and within each priority to children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System. See 'Distance Criterion' below for more details. If in categories 3-5 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority will be used as a tie-break to decide who will be admitted.

## 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 step-brother or step-sister (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.
- A foster child who, by reason of the fostering, now shares one or more parents with a child living at the same home address. Admission of children outside their normal age group

## Home Address

All places at Horspath School will be allocated on the basis of parents' permanent home address or parents' temporary home address if there is no permanent home address. The home address is that which applies at the time of application. Where children spend time with parents at more than one address, the address used for this purpose will be the one, which the pupil is ordinarily resident during the majority of term-time weekdays. Changes of address occurring shortly after application can normally be taken into account if notified in writing and confirmed in the form of documentary evidence to the Schools Admissions. Places cannot be allocated on the basis of intended future changes of address.

If family circumstances dictate other temporary accommodation arrangements, the Schools Branch at Macclesfield House should be contacted for advice.

## In Year Admission

The Local Authority coordinates in-year admissions to Horspath School.

Applications can be made by following the guidance on Oxfordshire County Council's website <https://www.oxfordshire.gov.uk/cms/content/transferring-or-moving-different-school>

## Waiting lists (Continued Interest List)

Horspath School will operate a continued interest list for each year group. Where in any year the school receives more applications for places than there are places available, a continued interest list will operate until the end of the academic year. This will be maintained by Oxfordshire County

Council Local Authority Admissions Team and it will be open to any parent to ask for his or her child's name to be placed on this list, following an unsuccessful application.

Children's position on the continued interest list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the list in accordance with the oversubscription criteria. The list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the continued interest list.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Oxfordshire County Council for information on how to appeal. Information on the timetable for the appeals process is on the website at [www.oxfordshire.gov.uk/schoolappeals](http://www.oxfordshire.gov.uk/schoolappeals).

Should you have difficulty completing the information on their website please contact: School Appeals Team, Law and Culture, 1st Floor, County Hall, New Road, Oxford, OX1 1ND. Tel: 01865 810180 Email: [schoolappeals@oxfordshire.gov.uk](mailto:schoolappeals@oxfordshire.gov.uk)

## Distance criterion

'If in categories 3-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school by the shortest designated public route will be given priority for admission. Horspath School uses the Local Authority's measuring system, whereby the route from home to school has been measured using the "shortest designated route".

The start point of a measurement is the "seed point" of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres. It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

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

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps). However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). Ordnance Survey assures that the augmented ITN used by the LA is accurate to at least 1 metre. All 548,000 kilometres of roads in Great

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

The end point of the “shortest designated route” is the nearest open gate of the school, first arrived at from the direction of travel from the seed point 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 Trust to ensure accurate placement of the gate and its availability for use.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

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

The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The “shortest designated route” is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute mal-administration of the admissions process by the Local Authority for the school.

## Random Allocation

‘If in categories 3-5 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority will be used as a tie-break to decide who will be admitted.