



Abbey Woods Academy Admissions Policy

1. This document sets out the admission arrangements for Abbey Woods Academy. The policy links to Annex 1 of the Supplemental Funding Agreement between Abbey Woods Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

2. The School will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Local Governing Body acting on behalf of CST Schools Trust. Abbey Woods Academy will participate in the co-ordinated admission arrangements operated by Oxfordshire County Council Local Authority.

3. Notwithstanding these arrangements, the Secretary of State may direct Abbey Woods Academy to admit a named student to Abbey Woods Academy on application from a Local Authority. Before doing so the Secretary of State will consult the School.

ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

4. The admission arrangements for Abbey Woods Academy for the current academic year and, subject to any changes approved by the Secretary of State, for subsequent years, are:

a) Abbey Woods Academy has an agreed admission number of 45 pupils. Abbey Woods Academy will accordingly admit 45 pupils in the relevant age group each year if sufficient applications are received (Reception – Year 6).

b) Abbey Woods Academy may set a higher or lower admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number Abbey Woods Academy will inform Oxfordshire County Council Local Authority and reference this change on the school's website. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

5. Applications for places at the School will be made in accordance with Oxfordshire County Council Local Authority's co-ordinated admission arrangements and parents will complete their home Local Authority Common Application Form. Further details of the Oxfordshire County Council school admission scheme are published on their website, <https://www.oxfordshire.gov.uk/cms/public-site/starting-school>. Abbey Woods Academy will use the agreed Oxfordshire County Council Local Authorities published timetable for applications each year (exact dates within the months may vary from year to year)

Please note that, to be considered for admission during the **normal admission round from October – January**, all applicants must complete and submit their **home Local Authority's common application form**, including Abbey Woods Academy as one of their preferences. The School will also provide information to the Local Authority for inclusion in the composite prospectus, as required. Where an applicant applies from **September onwards** for a place for admission between September and end of Summer term, **this will be an 'in-year' admission** and parents must apply for a place via the Oxfordshire County Council Local Authority for a place



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at the school. Parents can obtain information and details on the application process from the LA website, <https://www.oxfordshire.gov.uk/cms/content/transferring-or-moving-different-school>

a) September – The School will publish on the school website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.

b) September/October – The School will provide opportunities for parents to visit the school.

c) October/January – Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.

d) January – Oxfordshire County Council Local Authority receives the admission data for Abbey Woods Academy and forwards this admission data to Abbey Woods Academy (regardless of preference).

e) January – Abbey Woods Academy sends a list of its (45) offers of places to Oxfordshire County Council Local Authority.

f) February – Oxfordshire County Council Local Authority returns names of the students being offered a higher preference elsewhere. Abbey Woods Academy submits replacement offers.

h) April – One offer of a primary school (Reception year) place is made to parents by Oxfordshire County Council Local Authority.

i) May – Deadline for parents accepting or declining school places and deadline for receipt of late application forms, continued interest list forms and changes of preference.

Consideration of applications

6. Abbey Woods Academy will consider all applications for places. Where fewer than 45 applications are received, the School will offer places to all those who have applied.

Procedures where Abbey Woods Academy is oversubscribed

7. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

i) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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).



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ii) Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested. The Governors of Abbey Woods Academy will make the decision related to such applications.

iii) Children with a sibling attending the school at the time of application. 'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child. In the event of there being more siblings than there are remaining places in an ability band, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in an ability band, places will be allocated by the drawing of lots.

iv) Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Oxfordshire Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Oxfordshire Highways Team. Not used are routes using common land, open spaces, public parks, subways or footpaths not adopted by the Highways team.

Where a child lives with both separated parents, the home that the child lives in for the most time per week will be counted. Where the child lives in both homes for equal amounts of time, the home nearest to the school will be counted as the child's home.

v) priority may be given to children eligible for pupil premium or service premium following a local consultation. Abbey Woods Academy will consider the wider impact of making such a change, in order to ensure that places remain available for local children.

vi) a proportion of places will be prioritised for nursery children who are eligible for early years pupil premium, pupil premium or service premium.

Tie-break: In the case of a tie-break being necessary, children of multiple births (twins, triplets etc) will be given priority and then if a further tie-break is necessary, random allocation will be used. A person independent of the school will be asked to supervise any random allocation.

Operation of waiting lists

8. Subject to any provisions regarding waiting lists in Oxfordshire County Council Local Authority's co-ordinated admission scheme, the School will operate a waiting list. Where in any year Abbey Woods Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Abbey Woods Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.



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9. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7 of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels

10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Abbey Woods Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The School will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

Arrangements for admitting students to other year groups, including to replace any students who have left Abbey Woods Academy

11. Subject to any provisions in the Oxfordshire County Council Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the School must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our oversubscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

12. Abbey Woods Academy will consider parental requests for summer born children to be admitted to Reception rather Y1 at the age of 5. Parents must apply for a Reception place in the child's normal age group at the usual time (ie whilst at nursery, before January). At the same time, parents must make their application for admission out of the normal age group (for the following year) at the same time.

Parents will be informed of the schools decision before 31st April. This will enable the parent to withdraw their application for the normal age group if their application for deferment is agreed, or decide to accept the offer of the normal age range if they are refused. Alternatively, they could refuse this offer and make an in year application for admission to Y1 for the September following the child's fifth birthday.

On receiving a parental request for a summer born pupil, the school must consider the local context, and question if their pupil numbers can accommodate the pupil in nursery until they start Reception, and will the child miss out Reception and go straight to Y1.

Advice on summer-born children, Gov.uk-DFE (Adobe pdf file)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf



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APPLICATION & ALLOCATION OF NURSERY PLACES

13. As with all school nurseries, places are allocated directly by Abbey Woods Academy, rather than by the Oxfordshire County Council Admissions Team. Parents/carers who wish to express an interest in their child attending our nursery once they are eligible for their 15 or 30 hours free provision must complete and submit an application form directly to the school. Once your application has been received your child will be placed on our waiting list. If you would like your child's name to be added to the Nursery waiting list, please complete and return the pupil enrolment form - <http://www.abbeywoodsacademy.oxon.sch.uk/admission-arrangements.html>

The place offered will be for 5 x 3 or 10 x 3 hours session per week, a total of 15 or 30 funded hours only. Parents who take up the offer of a nursery place at Abbey Woods Academy will be expected to access all hours of funding on one setting.

Eligibility Terms

14. There are 6 terms in an academic year:

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|----------------------|---|
| Autumn (Term 1 & 2): | 1 st September - 31 st December |
| Spring (Term 3 & 4): | 1 st January - 31 st March |
| Summer: (Term 5 & 6) | 1 st April –31 st July |

Funding entitlement starts from the term **after** the child's 3rd birthday

- A child whose 3rd birthday falls between 1st September and 31st December will be entitled to 15 hours free provision in January of the following year.
- A child whose 3rd birthday falls between 1st January and 31st March will be entitled to 15 hours free provision directly after the schools Easter Holidays.
- A child whose 3rd birthday falls between 1st April and 31st August will be entitled to 15 hours free provision in September of the same year.

30 Hours Extended Childcare Entitlement

From September 2017, families meeting certain eligibility criteria will be legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.childcare-support.tax.service.gov.uk/par/app/overview

The government will host an **eligibility checker** service to determine whether families qualify for the extended entitlement.

Parents cannot insist on accessing their child's extended entitlement at any particular provision.

If a child becomes ineligible for the extended entitlement there is a grace period during which the child may still attend free of charge. When the grace period expires,



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the place will revert to a universal 15 hour place unless the parent/carer agrees to pay for the extended hours.

Deadline for Nursery applications:

- 1st week September for April intake
- 1st week January for September intake
- 1st week April for the January intake

When more applications are received than there are places available the oversubscription criteria set out in paragraph 7 of this Annex will be applied. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

If your application is late, you are far less likely to get a place as numbers are limited. On-time applications will take priority. Late applications will be considered but only after the selection criteria process has been carried out and offers processed to on-time applicants.

Admissions are three times a year, for as long as places are available. Funding and entitlement are based on a three-term year, and places therefore start in term 1 (September), term 3 (January) or term 5 (April).

Parents/carers will be notified that a place is available for their child no later than 2 terms in advance (6 term year) in order to give them the opportunity to give notice if they are attending another setting they are paying for. This means, parents will be notified that a place is available at the beginning of:

- April for September intake
- September for the January intake
- January for April intake

Once you have accepted the place, we then write to you again giving you more details.

Please note there is no statutory right of appeal for part-time Nursery places.

CURRENT NURSERY HOURS/SESSIONS

Abbey Woods Nursery offers 16 Nursery places and is open for morning and 16 places for afternoon sessions only. Monday to Friday, 9.00am – 12.00pm and 12.00pm to 3.00pm. Abbey Woods does not offer flexible session options.

Last updated:

May 2018