



HARWELL COMMUNITY PRIMARY SCHOOL

ADMISSIONS POLICY

Reviewed	1 November 2021
Ratified by FGB	17 November 2021
Next Review Due	Academic Year 2022/2023

Admissions to Harwell Community Primary School are controlled by Oxfordshire County Council.

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ADMISSIONS POLICY FOR HARWELL PRIMARY SCHOOL

1. Aims of the policy

This policy aims to:

Explain **how to apply** for a place at the school

Set out the school's **arrangements for allocating places to the pupils** who apply

Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School admissions code published December 2014, updated September 3 September 2021
- School admissions appeals code published February 2012, updated 30th September 2021

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1988](#)

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by Oxfordshire County Council (OCC) or their home Local Authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or

- Became subject to a special guardianship order or
- Are from outside the UK and were previously looked after and are now adopted

Statutory School Age children are required by law to receive education from the beginning of the school term after they reach the age of five.

At Harwell School all children are expected to enter school at the beginning of the academic year in which their fifth birthday falls.

4. How to apply for a place at Harwell School

For applications in the normal admissions round, parents/carers should use the application form provided by OCC or their home local authority if they live outside of Oxfordshire. This form is used to express preference for a maximum of 4 state-funded schools, in rank order.

5. Request for admission outside of the normal year group

Parents are entitled to request a place for their child outside of their normal age group and should contact the OCC Admissions team for further information. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

OCC [School Admission rules](#).

For 2022/2023, these are:

- Determined coordination admissions scheme
- Variation to determined admissions arrangements and rules
- Determined admission arrangements and rules
- Determined admission numbers for community and voluntary controlled schools
- Determined in year admissions scheme

OCC is required, as a minimum, to admit pupils up to a predetermined and published planned admission number. In Harwell School, the admission number is 30.

The school does not keep a register of interest as this is the remit of Oxfordshire County Council Admissions.

Oversubscription Criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Should Harwell be oversubscribed, at any stage of admission, places will be allocated to pupils based on the OCC Guidelines:

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Children living within the designated area who have a sibling currently on the school roll
3. Children living within the designated area
4. Children living outside of the designated area who have a sibling currently on the school roll
5. Children living outside of the designated area

In categories 2 to 5, priority will be given to children who are eligible for Service Pupil Premium and the to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

When Harwell School becomes oversubscribed the OCC Admissions will maintain a waiting list known as the Continued Interest List, ranking children according to the given criteria. Priority of places will not be determined by the date on which an

application for a place is received. Parents wishing to remain on the Continued Interest List beyond the admission year will be asked to make a written request.

Harwell School does not have arrangements to admit pupils according to aptitude or ability and children with Special Education Needs will be treated as fairly as all other applicants.

7. In year Admissions

Parents / carers can apply for a place for their child at any time outside the normal admissions round using the OCC in year transfer form. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted. The school will consult with County SEN to confirm the suitability of the school for the needs of the child.

Likewise, if there are spaces available in the year group applied for, the child will always be offered a place.

If there are no spaces available at the time of application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8. Appeals

The County Council makes arrangements whereby parents who are refused a school place for which they have applied, have the right to appeal to an independent appeal panel.

9. Monitoring Arrangements

This policy will be reviewed by the Full Governing Body on an annual basis.