OLDFIELD SCHOOL
Admissions Policy 2018-19

1. Purpose

1.1. The school is compliant with the School Admissions Code issued by the Department for Education on 19 December 2014, and with the law relating to admissions.

1.2. As the school is an academy, the responsibility for admissions falls to the Governing Body. The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up our admission arrangements, we ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective.

2. Determination of Priorities:

2.1. **Students will be admitted to the school according to the following criteria, in order of priority.**

Priority 1
Children in Public Care (looked after children[1] and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted[2] or became subject to a Child arrangement order[3] or special guardianship order).

Priority 2
Children whose older sibling[4] will be attending the school on the admission date[5] or have left the school within two years of the admission date.

Priority 3
Children of members of staff employed[6] by the. school in either or both of the following circumstances:
a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

[1] 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) at the time of making an application to a school.
[2] Under the terms of the Adoption and Children Act 2002.
[3] Under the terms of the Children Act 1989. A 'Child arrangement order' is defined as an order settling the arrangements to be made as to the person with whom the child is to live.
[4] A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address. A sibling is defined as a child attending the school in Years 7-13 in the year of entry or has left the school within two years of the admission date.
[5] If a child is living with two parents with different addresses and is spending time with each parent, one must be nominated as a main address.
[6] Employed means being party to a contract of employment with the School as direct employer and does not include contractors.

Priority 4

Those children who live nearest to the school, as measured in a direct line between the home address and preferred school. All calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

3. Determination of Places

3.1. The majority of places are likely to be allocated through Priority 4.

3.2. To be considered under the above criteria parents/carers must have named the school as a preference in their application to the LA.

3.3. Under the above criteria all preferences are considered equally. If a student qualifies for more than one school they will be offered their highest preference as stated on their application form.

3.4. If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from a central point in the school to the property of the child's home address. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

3.5. In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

3.6. If there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants, the B&NES random allocation procedure will be followed.

4. Education, Health and Care Plan (EHC Plan)

4.1. Children with an EHC Plan are supported through the 2014 SEN & D Code and their placement is determined through the statutory assessment process or an annual review.

4.2. All schools are consulted before being named on a student's Education, Health and Care Plan (EHC Plan) and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups.

4.3. If a particular school is named on an EHC Plan this will take priority over the Admissions Criteria, although, wherever possible, the place will be offered within the Admission Number for the school.

5. Published Admissions Number (PAN)

5.1. The school has a Published Admissions Number of 180 All applications for the new Year 7 intake must be submitted to the child's home Local Authority (LA) by the closing date of 31 October 2018. Parents can either use their LA's online application facility or can complete their LA's Common Application Form. After the closing date the Governing Body will be provided with details of all applications received.

6. Waiting lists and appeals

6.1. Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the new Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of Term 2.

6.2. During that time, they would be re-considered by the Governing Body under the admissions criteria for any places that became available within the admission number and alongside any parents who have lodged an appeal or any later applications received.

6.3. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Each added child requires the list to be ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list.

6.4. Parents have a right to appeal if their child is refused a place at the school. The school will communicate why admission was refused, information about the right to appeal, the deadline for lodging an appeal and contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

7. Late Applications

7.1. Any late applicants should complete their home LA's common application form as soon as possible. The Governing Body will be informed of any late applications received.

8. Admission of children outside their normal age group

8.1. 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. The Governing Body will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

9. Children of UK service personnel (UK Armed Forces)

9.1. For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, the Governing Body will:

9.1.1. allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the

oversubscription criteria. This will include accepting a Unit postal address or quartering area address for a service child. The school will not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

9.1.2. ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements will be appropriate for the area and as described in the local authority's composite prospectus.

10. In Year Applications (Casual Admissions)

10.1. In Year Admissions i.e. all applications other than for Year 7 or Sixth Form in September

10.2. All applications must be made directly to the school. An application is made by completing an application form which must be forwarded to the Admissions Registrar. All applications will be considered by the Admissions Authority and places will be offered to those successful.

10.3. Where there are more applicants at any one time than there are places available applicants will be invited to be added to the waiting list. If a place becomes available, the place will be offered in accordance with the priority order set out in section 2 above and not the length of time a child's name has been on a waiting list.

10.4. Overseas applicants must provide proof of address and if necessary the DSL (Designated Safeguarding Lead) will make further enquiries to ensure the placement meets private fostering guidelines. (DFE Safeguarding and Child Protection Guidance 2016).

11. Sixth Form Admissions

11.1. Entry to Oldfield School Sixth Form is by application to the Head of Sixth Form. Applications from external candidates are very welcome.

11.2. Students applying to Oldfield School Sixth Form from other schools are invited to meet the Director of Post-16 Learning to discuss their option choices and references are requested from their previous school. The references enable us to assess the students' predicted GCSE grades. In considering applications, our aim is to accept students on to courses on which they can be expected to have a good chance of success.

11.3. Students are asked to make provisional course choices. This is not a final commitment and they will be able to reconsider their options after GCSE results are published and in light of the school timetable. We encourage students to apply by the end of Term 2 (Christmas). The deadline for all applications for September 2018 is 15th December 2018 although late applications will be considered. From February 2018 subjects will be placed in timetable blocks. Prospective students can choose one subject from each block. Students who apply before the February deadline and gain the necessary grades will be given priority if a class becomes oversubscribed.

11.4. As with all applications, the school has to consider the likely class sizes before enrolling a student in September. Applying early gives the school an opportunity to plan a manageable curriculum to best meet students' needs.

11.5. We plan to run as many courses as possible. However, the school will inform students in April/May which courses we are unable to run due to very low student uptake

11.6. The school currently caters for GCE A Level, and BTEC students between the ages of 16 to 19. We enrol only full time students. A Level student are expected to study 3 advanced level courses. We do allow students occasionally to study 4 advanced level courses dependent on GCSE grades and individual circumstances.

11.7. The admissions number for Oldfield School's Sixth Form is 125 students.

11.8. The Sixth Form has a code of conduct that students are expected to sign when they join. This sets out guidelines on expected attendance and behaviour.

11.9. Specified Entry Requirements

11.9.1. Advanced level GCE: Students are usually expected to have gained a minimum of 5 grade 5s at GCSE (or equivalent) and students are expected in most subjects to gain 9, 8, 7 or 6 in the subjects they wish to study. This means that the vast majority of Sixth Form students achieve at least 3 GCSEs at grade 6 (or equivalent) or above. Each subject details its own entry requirement in the prospectus.

11.9.2. Entry on to Year 13 A2 GCE level courses is not automatic. This is assessed on the basis of the successful completion of the Year 12 courses. Year 13 students are full time students and study at least 2 A Level courses. They also attend tutor registrations and meetings, assembly and PSHE events.

11.10. Students from overseas may be asked to produce evidence of their entitlement to funding. This will affect only a few students who do not have full UK citizenship. The vast majority of Sixth Form students are entitled to free (LA funded) post -16 education and do not need to apply for this LA funding. We are already aware of the status of current Oldfield School students.

12. Over-subscription of Sixth Form Places

12.1. In all the cases listed below the general entry requirements and academic entry grades needed for each course would still apply. Potential A Level Sixth Form students are ranked according to predicted GCSE performance when being considered for an oversubscribed class.

12.2. If the sixth form is over-subscribed priority would be given as follows:

12.2.1. A. Children in Public Care looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). It would be expected they would have the required qualifications for the courses they wish to study.

12.2.2. Those children who have siblings currently attending Oldfield School.

12.2.3. Children of staff at the school, in either or both of the following circumstances:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

12.2.4. Those children who live nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

12.3. In the event of a place not being offered at Oldfield School Sixth Form, the candidate has the right of appeal to an independent appeal panel.

13. Evaluation and Review

13.1. The policy is evaluated in the following ways: informal discussion with parents; discussion with our local Admissions Forum; annual review by Governors' Admissions Committee

13.2. This Policy will be reviewed annually by the Headteacher, and the Admission Committee will annually determine the admissions arrangements for the next year.

13.3. Any changes to the admissions criteria must be consulted on. This consultation will be an open consultation lasting a period of 6 weeks.

13.4. This policy will be approved by the Full Governing Body.

13.5. Date when policy was last approved: December 2016
13.6. Date when next review is due: December 2017