



**North Oxfordshire Academy**

The best in everyone™

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# Admissions Policy

## Review Timetable

The Policy will be reviewed every year, as set out below:	
Policy reviewed centrally	
Policy tailored by individual schools	
Policy ratified by Local Governing Body	Pending - October 2022
Renewal Date	October 2023
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## **NORTH OXFORDSHIRE ACADEMY ADMISSIONS POLICY**

North Oxfordshire Academy abides by the School Admissions Code and the School Admissions Appeals Code. In order to do this, we ensure that arrangements for admission to the school are clear and fair and that they are as simple as possible.

North Oxfordshire Academy is socially, academically, and culturally inclusive and welcomes applications from all. We do not select students by ability or by faith. The school provides high quality education for boys and girls from the age of 11 to 19 years. Our aim is to ensure that boys and girls who join the school will be happy and successful in the unique academic, pastoral, and cultural environment that we offer.

Oxfordshire County Council co-ordinates admissions arrangements for all schools in the North Oxfordshire area for entry into Year 7. North Oxfordshire Academy has participated in this scheme for students joining the school from September 2010 onwards.

Please refer to the following documents for further Oxfordshire County Council guidance:

[Determined Schedule of Co-ordination for Admissions to Schools at the normal points of entry/transfer for the 2021/22 academic year](#)

[Determined Schedule of Co-ordination for Admissions to Schools at the normal points of entry/transfer for the 2022/23 academic year](#)

### **Year 7 Entry**

The Published Admissions Number (PAN) for entry into Year 7 is 180. If fewer than 180 students apply for a place, then all will be admitted.

### **Special Educational Needs**

All students with an Education, Health and Care Plan (EHCP) which names North Oxfordshire Academy will be admitted. As a result of this, the published admissions number will be reduced accordingly.

### **Oversubscription Criteria**

The oversubscription policy for entry into North Oxfordshire Academy in Year 7 ranks prospective students as follows, those ranked highest being offered places first.

1. Looked after children (LAC) and previously looked after children (PLAC) (including children who have been adopted from state care outside of England).  
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 at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of 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 and main purpose is to benefit society.
2. Siblings  
A brother or sister attending the school when the child starts. In this context, brother or sister means children who live as brother or sister in the same house including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. If siblings from multiple births (twins, triplets etc) apply for a school place and the school would reach its Published Admissions Number (PAN) after admitting one or more, but before admitting all of those siblings the school will offer a place to each of the siblings even if doing so takes the school over its PAN.

### 3. Staff

Priority will be given to children of staff who have either a) 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.

### 4. Health and Special Access Reasons

Medical/Health and Special Access Reasons will be applied in accordance with the school's legal obligations; in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend North Oxfordshire Academy. Equally, this priority will apply to children whose parents'/guardians' physical or mental health or social need means there is a demonstrable and significant need for their child to attend North Oxfordshire Academy. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.

### 5. Children who live nearer to North Oxfordshire Academy than any other maintained non-selective secondary school or academy

Children will be ranked according to the distance from their home to North Oxfordshire Academy with those living closest being ranked highest. The LA uses the "straight line distance" to measure home to school distances for children to all schools where the LA is the Admissions Authority. 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 Local Land and Property Gazetteer (LLPG). Detailed information regarding the process can be found in the OCC determined schedule of admissions (see link at start of policy).

### 6. Children who live nearer to any other maintained nonselective secondary school or academy than North Oxfordshire Academy

Children for whom North Oxfordshire Academy is not their nearest nonselective secondary school or academy will be ranked according to the distance from their home to North Oxfordshire Academy with those living closest being ranked highest. The LA uses the "straight line distance" to measure home to school distances for children to all schools where the LA is the Admissions Authority. 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 Local Land and Property Gazetteer (LLPG). Detailed information regarding the process can be found in the OCC determined schedule of admissions (see link at start of policy).

### **Tie breaking**

If two or more children are ranked equally on any of the above criteria, random allocation will determine which child or children are offered places. In this case, a child or children's names will be randomly selected from a total list of tied applicants by someone unconnected with the school.

### **Waiting lists**

If North Oxfordshire Academy is oversubscribed for Year 7 entry on 1 March in each year, the names of pupils who have applied, but have not been offered places, will be included on a waiting list if their parents ask for this. Any places which become available will be offered to pupils who will be ranked according to the original oversubscription criteria. Those ranked highest will be offered places first. The school's waiting list will be re ranked, in line with the over subscription criteria, every time a child is added. Waiting lists will be maintained up to January following the start of the academic year and longer on request. Waiting lists are managed by Oxfordshire County Council.

### **Appeals**

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants. The school appeal process is outlined in the Oxfordshire County Council determined schedule.

### **Children Taught Outside their Expected Year Group.**

Requests for admission outside of the normal age group should be made to the Principal of North Oxfordshire Academy as early as possible in the admissions round associated with that child's date of birth. This is to allow the school sufficient time to decide before the closing date. Parents are not expected to provide evidence to support their request for an out of year application, however, where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede the school's ability to agree to the request. Parents should complete an application for the normal point of entry at the same time in case their request is declined.

### **Children of UK service personnel (UK Armed Forces) and Crown Servants**

Children of UK service personnel and crown servants with a confirmed posting, or returning from overseas, will be allocated a place in advance of the family arriving in the area (if one is available), provided the application is accompanied by an official letter that declares a relocation date. We will use the address at which the child will live when applying our oversubscription criteria if the parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against our oversubscription criteria, where a parent requests this.

### **Supplementary Information**

Entry to year 7 in September of any year is made by completion of a 'Common Application form' (SCAF). The process for admission in September 2023 is as follows:

- ✦ 6 September 2022 – Applications open
- ✦ 31 October 2022 – Closing date for applications
- ✦ 1 March 2023 – National Offer Day. E-mails sent to those who applied online; letters sent by second-class post for those applicants to be notified by post.
- ✦ 1-15 March 2023 – Places must be accepted or declined
- ✦ September 2023 – start of the school year

### **In Year Applications - Arrangements for Admitting Students to Year Groups other than Years 7 and 12**

If places become available, applications will be considered for entry into other year groups. Applications should be made to the school using the Oxfordshire County Council In-Year Application Form, available from the OCC website [here](#). If more applications are received than there are places available, the school's declared oversubscription criteria will apply. Students will not generally be admitted into Years 11 or 13, but exceptions may be made where there is a demonstrable need.

In Year applications will be processed and a decision made within 10 school days of application. Where the year group has a place (it has fewer than 180 students in it), that place will be automatically offered to an applicant. Where there are multiple applicants for an available space, the usual oversubscription criteria will apply. Where there is no available place, the parents of applicants will be offered a place on the waiting list and have their right of appeal explained. Oxfordshire County Council will be informed of each decision to admit or not admit. Existing or previous schools will be asked for a reference, to aid North Oxfordshire Academy in setting and pastoral arrangements, but the decision on admission is in no way related to or dependent on a reference.

The School Admissions Code states that 'where an admission authority receives an in-year application for a year group that is not the normal point of entry (not the start of Year 7 or 12) and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol.' North Oxfordshire Academy works with the West Oxfordshire Schools In Year Fair Access Panel and reserves the right to refer students to it for allocation of a school place where there is evidence that

they have a record of persistently challenging behaviour or have been permanently excluded from two or more schools. This would not apply to children in care, children previously in care or children with Education and Health Care Plans.

### **Sixth Form Entry**

For entry into the Sixth Form, students should apply using the school website

[https://forms.office.com/Pages/ResponsePage.aspx?id=BkWia4j6iUyNhAOneSx7lq6yYJosxltKnH\\_txlPOQzNUMDVMNkFUWEFCQzhRQTdVR0M5VDhMMDk4WC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=BkWia4j6iUyNhAOneSx7lq6yYJosxltKnH_txlPOQzNUMDVMNkFUWEFCQzhRQTdVR0M5VDhMMDk4WC4u)

Full details of how to apply can be found on the school website. Application forms must be completed and returned to the school by the date specified on the school website and widely publicised.

### **Admission number**

North Oxfordshire Academy operates a sixth form for a total of 200 students. 100 places overall will be available in Year 12 (the Year 12 'capacity').

### **Academic entry criteria**

To be **eligible** to enter the sixth form, both internal and external pupils will be expected to have met the minimum academic entry requirements. These are a minimum of 5 A\*-C / 9-4 GCSE grades, which must include Mathematics and either English Language or English Literature. Specific requirements for individual subjects can be found on the school website. A satisfactory reference will also be required in the case of external applicants. Applicants must be 18 or under on 1 August of the year of entry (24 or under for students who have an EHC plan) and should have 'settled' status in the UK on the 1 September of the year of entry into sixth form, or have funding eligibility under another category as set out in the *Education and Skills Funding Agency: Funding guidance for young people* for the year of entry.

Students who are offered a place and do not have a grade 4 (or C grade) in English and / or maths GCSE will be required to re-take the relevant qualification as part of their sixth form programme until a grade 4 is achieved.

If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

Internal pupils will only be refused a place in the sixth form if they fail to achieve the minimum academic entry criteria for the sixth form.

These academic entry requirements form part of the admission arrangements and so will be consulted upon in the normal way and published in the school's prospectus and in the OCC composite admissions prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When a course in the sixth form is potentially oversubscribed, students who have attended North Oxfordshire Academy in the previous year will have priority for the course.

All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. The school reserves the right to change offers if the subject uptake does not allow the formation of feasible group sizes.

Should an application for a place be refused, parents/carers have a right of appeal and should write to The Clerk to the Governors at the school.

*Please note that this admissions policy is subject to statutory consultation and therefore to change.*