



## Admissions Policy

2025-26

### NORTH OXFORDSHIRE ACADEMY ADMISSIONS POLICY

#### Review Timetable

The Policy will be reviewed every year, as set out below	
LGB Date of Ratification	5 February 2025
Review Interval	Annually
Date of Last Review	3 February 2025
Date of Next review	1 September 2025
Owner & Attached Governor	Ellie Jacobs and Victoria Espley



## **NORTH OXFORDSHIRE ACADEMY ADMISSIONS POLICY**

North Oxfordshire Academy abides by the School Admissions Code and the School Admissions Appeals Code. 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 a high-quality education for students from Year 7 to 13. Our vision is for every student to receive a world class education in character and academics, leading to a happy and fulfilled life.

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.

### **Admission Numbers**

The published Admission Number (PAN) for entry into year 7 in September 2025 is 180.

### **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.

### **Year 12 Entry**

The Academy has an admission number for Year 12 of 10 pupils. This is the minimum number of places which will be offered on an annual basis and applies only to those eligible applicants being admitted from outside the Academy. If fewer than 80 of the Academy's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 80.

### **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.

### **Application Process for admission into Year 7 September 2025**

Parents wishing to apply for Year 7 in September 2025 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the child lives at the time of the application.

The form must be returned to the LA no later than 31st October 2024. Offers and refusals of places will be posted by the home LA on the 1st March 2025.

If the school is oversubscribed (there are more applications than place available), priority for admission will be given to those children who meet the criteria set out in appendix 1.

All applications received by the LA after the deadline will 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 school's waiting list.



## Application Process for admission into Year 12 September 2025

Applications for year 12 are submitted directly to the sixth form during the application window which runs from October to February each academic year. Details on how to apply can be found in the sixth form area of the website - [Sixth Form Applications](#).

## In-Year Admissions (Year 7 to Year 11) - Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions.

Parents are encouraged to apply for a place in-year via the Local Authority by applying through the following link: [In-year transfers | Oxfordshire County Council](#).

Parents will be notified by the Local Authority of the outcome of their in-year application within 10 school days of the receipt of the application.

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

## Oversubscription Criteria

The oversubscription policy for entry into North Oxfordshire Academy in Year 7 and year 12 ranks prospective students as follows, those ranked highest being offered places first. Points relating to designated feeder schools do not apply to year 12 applicants.

Within all categories priority is always given to children who live closest to North Oxfordshire Academy by the direct straight-line route as defined on the Directorate's Geographic Information System.

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan<sup>1</sup> in which the school is named in Section I must always be admitted.

1. Children who are "looked after" (LAC) by a Local Authority within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all "previously looked after" children (PLAC), including those who appear to this Admissions Authority to have been in state care outside England (IAPLAC) and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.
2. Children of United Learning staff 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 the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
3. Children who attend one of the designated feeder schools in the partnership and live in the catchment (formerly known as designated) area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.

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<sup>1</sup> An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. **Therefore, this is not an oversubscription criterion.**



#### **Designated Feeder schools in the partnership**

Hanwell Fields Community School,  
Hill View Primary School  
Cropredy Church of England Primary School  
Hardwick Primary School, Banbury  
Orchard Fields Community School and Nursery, Banbury  
William Morris Primary School, Banbury  
Cherry Fields Primary School, Banbury

4. Children who live in the catchment (formerly known as designated) area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
5. Children who attend one of the designated feeder schools in the partnership and live in the catchment (formerly known as designated) area.
6. Children who live in the catchment (formerly known as designated) area.
7. Children who attend one of the designated feeder schools in the partnership and have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment (formerly known as designated) area.
8. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment (formerly known as designated) area.
9. Children who attend one of the designated feeder schools in the partnership (listed separately) but live outside the catchment (formerly known as designated) area.
10. Children who do not attend one of the designated feeder schools in the partnership (listed separately) and live outside the catchment (formerly known as designated) area

Within all categories priority is always given to children who live closest to North Oxfordshire Academy by the direct straight-line route as defined on the Directorate's Geographic Information System.

#### **“Looked After” and previously “Looked After” children**

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were



accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

### Designated (Catchment) Areas

Designated areas can be viewed on the Oxfordshire public website. A copy of the designated area map is shown in Appendix 1 at the end of this policy. Living within a particular school's designated area gives a high priority for admission but there is no guarantee that a place will always be made available. There is also no guarantee that free transport will be provided to the designated (catchment) area school if it is not the closest or nearest available school.

### Brothers and sisters (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 stepbrother or stepsister (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.

### Time of Entry (siblings)

The admission rules give some priority to those with a brother or sister attending the relevant school at the applicant's "time of entry". This means that, in the normal admissions round, there will be **no sibling connection**, for admission purposes, for the following:

- applicants for entry to Year 7 if the only sibling already at the school is a brother or sister in Year 13; or
- applicants for entry to Year 7 if the only sibling already at the school is a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12; or
- applicants for entry to Year 7 if the only sibling already at the school is a brother or sister in Year 11 and the school does not have a Sixth Form.

### Twins and Children from Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place at a school has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will be offered a place at that school. This means that, in these circumstances, the Published Admission Number would be exceeded.

### Designated Feeder schools in the partnership

Hanwell Fields Community School,



Hill View Primary School  
Cropredy Church of England Primary School  
Hardwick Primary School, Banbury  
Orchard Fields Community School and Nursery, Banbury  
William Morris Primary School, Banbury  
Cherry Fields Primary School, Banbury

### **Measuring distances from home to school**

Within all categories priority is always given to children who live closest to North Oxfordshire Academy by the direct straight-line route as defined on the Directorate's Geographic Information System.

### **Measuring Home to School Distances for admissions purposes using straight-line distance.**

The straight-line distance used to determine proximity of the home to the school will be measured on behalf of schools by the LA. The start point of the measurement will be the geographical placement of the address (address point using the Easting/Northing British Co-ordinate system) as available to Oxfordshire County Council from information compiled from Royal Mail and/or district or city councils. This placement is accurate to 10 centimetres.

### **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.

### **Continued Interest Lists (CILs)**

Parents will be able to place their child's name on the Continued Interest List for a community or voluntary controlled school where a place could not be offered and a lower preference was offered instead.

### **CIL duration for normal phased transfer from primary to Year 7 in a secondary school**

For those applying through the normal admissions round for entry to Year 7 in a secondary school, the CIL will be maintained from shortly following initial allocation in the March preceding the start of the academic year in September until the end of June of their Year 7 year.

More information about CILs is published on the County Council's public website.

<http://www.oxfordshire.gov.uk/continuedinterest>

### **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.



### Random Allocation

If the distance “tie break” produces an identical result for two or more applicants and these applicants live at different addresses and are not children of a multiple birth (see above), the Local Authority will use random allocation to determine who will be offered a place.

### Home address for families of service personnel with a confirmed posting, or crown servants returning from overseas

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Admission Authority will allocate 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. It will not refuse to process an application and will not refuse a place solely because the family does not yet have an intended address or does not yet live in the area.

In addition, the Admission Authority will use the address at which the child will live when applying oversubscription criteria, provided the parents provide some evidence of the intended address. If requested by a parent, the Admission Authority will use a Unit or quartering address as the child’s home address when considering the application against the oversubscription criteria.

The Admissions Authority will not reserve blocks of places for children of service personnel, or crown servants returning from overseas.

The council will also, in both its role as an Admission Authority and in its wider educational responsibilities, ensure that arrangements in Oxfordshire support the Government’s commitment to removing disadvantage for Service children.

### Home address

The address on the application **should be the child’s address at the time of application**. This is the address at which the child spends most term-time school nights (Sunday night to Thursday night).

### Normal phased transfer from primary to Year 7 in a secondary school

The **time of application** is the entire time period from the point when applications can start to be made in the September when a child starts Year 6 and the application process opens until National Offer Day on 1 March (or next working day) the following calendar year.

### Changes of Address

Sometimes an application is made based on an address at the time of application and the address then changes after the application has been submitted. It is important to tell the Admissions Authority (and/or Local Authority) about changes of address so that places can be offered fairly, and so notification can be sent by post to the correct home address.

If the application address is found to have subsequently changed after the application was submitted, and this information could have been provided when the application was first made or before places were offered, Oxfordshire County Council will consider the application to have been made based on a fraudulent or intentionally misleading address (see below). This may result in the offer of a school place being withdrawn.

If an application is made based on a new address or intention to move to an area, information about the new address will need to be provided for it to be considered.





### Changes of Address for normal phased transfer from primary to Year 7 in a secondary school

Changes of address which occur after the closing date for applications (31 October when the child is in Year 6) can be considered if proof of this change is provided no later than the date in November set down in Oxfordshire County Council's co-ordinated admissions scheme.

### Changes of Address (all)

To confirm a new address, the Local Authority needs one of the following:

- A solicitor's letter advising contracts have been exchanged (**if the property is being purchased**); *or*
- A copy of a tenancy agreement (if the property is to be rented). **If this tenancy agreement comes to an end before the September when the child is due to start school, the Local Authority may not accept the address for admissions purposes; or**
- A copy of the Council Tax Bill **showing the same name(s) as on the school place application (CAF)**; *or*
- **A letter from a new employer** (e.g. University college) where accommodation is being provided by the employer and is tied to the new post/job giving details of this new address; *or*
- **Service Family Accommodation (New Quarter)** if this is a military posting with provided accommodation and the parent has requested that this address should be used for allocation purposes; *or*
- **Assignment Order** if this is a military posting but new quarter has not yet been notified and the parent has requested that the address of the military base be used for allocation purposes.

The Local Authority may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. **Such correspondence must pre-date the application.**

### Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e., sleep at) for most term-time school nights (Sunday night to Thursday night).

If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Admissions Authority (and/or Local Authority) will request proof of the registered address, which must pre-date the application.

### Fraudulent Applications

If a place has been obtained based on a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the local authority may withdraw the offer of the place. This follows the guidance in paragraphs 2.13 and 2.14 of the School Admissions Code (1 September 2021) published by the Department for Education:

**[2.13]** An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn based on misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.





**[2.14]** A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be considered. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

#### **Multiple Applications (Applicants unable to agree on the schools to be listed on the application)**

If parents cannot agree on the schools to list on the application and submit separate applications, the Local Authority will write to all parties and request they reach agreement (using legal arbitration if necessary). The Local Authority will also request evidence of eligibility for Child Benefit. If agreement cannot be reached the Local Authority will process the application from the parent who receives or is eligible to receive Child Benefit.

If a parent is unhappy with this decision their recourse would be to seek an order from the Court.

#### **Home to School Travel Assistance**

Some children qualify for free travel assistance from home to school.

Oxfordshire County Council does not accept responsibility for the provision or cost of free travel assistance to the designated area school if it is not the closest or nearest available school.

Where a child is eligible for free travel assistance, but spends time with different parents at different addresses, Oxfordshire County Council will only accept responsibility for the provision and/or cost of free travel from the registered home address.

The home to school transport policy is available online:

<https://www.oxfordshire.gov.uk/schooltransport>

#### **Admission to an older or younger age group**

Parents can seek places outside their normal age group. Any decision will be made based on the circumstances of each case. This will include:

- considering the parent's views
- any information about the child's academic, social, and emotional development
- whether they have previously been educated out of their normal age group
- the views of the head teacher of the school(s) concerned.

When informing a parent of the decision on the year group to which their child should be admitted, the Local Authority will give clear reasons for the decision. Where it has been agreed that a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be:

- processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- considered against the determined admission arrangements only, including the application of oversubscription criteria where applicable.



The Local Authority will not give a lower priority on the basis that the child is not of the correct age.

Parents' statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school, but it is not in their preferred age group.

### **Admission Appeals**

There is a statutory right to an admission appeal should a child be refused a place at a school. North Oxfordshire Academy takes part in the independent admission appeals service set up by Oxfordshire County Council:

[www.oxfordshire.gov.uk/schoolappeals](http://www.oxfordshire.gov.uk/schoolappeals)



## Appendix One

New proposed designated (catchment) area of North Oxfordshire Academy from 1 September 2025

