

 <b>John Mason School</b> Excellence Through Creativity	<b>John Mason School Admissions Policy</b>			
	Applicable to:	Responsible Officer	Date Adopted:	Date to be Reviewed:
	All Staff	Headteacher	Jan 22	Jan 2023

# ADMISSIONS POLICY

## Introduction

Any reference to the Headteacher is a reference to the Head of School at John Mason School accountable to the Secondary Executive Head of Abingdon Learning Trust.

## Background

John Mason School is its own admissions authority. The Academy Trust (Abingdon Learning Trust) has delegated the responsibility for admission arrangement to the Local Authority. The admission arrangements are set out below.

## Admission Number

A Published Admission Number (PAN) is set for each Year group that takes into account our capacity to offer and deliver an effective education for all students at John Mason.

## **Admission Criteria**

In accordance with legal requirements, children who have an Educational Health Care Plan (EHCP) naming a particular school in Part 4 of that Statement will be admitted to that school. (1)

The proposed admission rules for John Mason School are shown below in descending order of priority. If John Mason School feels that they are unable to meet the needs of the child to ensure a full education, they will consult the local authority for further advice.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to Abingdon Learning Trust, as the Admitting Authority, to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

2. Disabled children who need to be admitted to John Mason School on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.

3. Children who live in John Mason School's designated area. If there are more applicants than places in this category priority will be given in the following descending order:

a. First priority in category 3 will go to those children with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. However, if there are more applicants than places in category 3(a) priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.

b. Second priority in category 3 will go to those children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System

4. Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.

5. Children who attend a partner school, and live outside the designated area. If there are more applicants than places in this category priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.

6. Those children who live closest to the school by the nearest designated public route as defined on Oxfordshire County Council's Directorate for Children, Education & Families Geographic Information System.

*(1) Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion. However, the school SENCO will determine if the school can meet the individual needs of the student.***

## **Time of Entry**

The admission rules give some priority to those with a brother or sister attending John Mason School at the applicants "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 they have a brother or sister in Year 13

Applicants for entry to Year 7 if they have a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12

## **Continued Interest Lists**

Parents will be able to place their children's names on the continued interest list for John Mason School.

For those applying through the normal admissions round for Year 7 the continued interest lists will be maintained from immediately following initial allocation to the end of the academic year of entry.

In the case of those applying in year the continued interest lists will be maintained for one academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on 31 July, the last day of the academic year.

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

Children considered for late transfer would almost certainly have an EHCP. Discussion relating to late transfer would normally be initiated within an annual review of the child's Statement of Special Educational Needs.

Any late or early transfer of a child who does not have an EHCP would require evidence of the need for such a transfer and the agreement of the Headteacher. Transfers of this kind are likely to be very uncommon.

Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.

### **Random Allocation**

If the distance “tie break” produces an identical result for two or more applicants John Mason School will use the use random allocation to determine who will be offered a place. This will be carried out for John Mason School by the Local Authority (an impartial third party).

### **Siblings/Brother or Sister**

For admission purposes for John Mason School a sibling is defined as a brother, sister, half-brother, half-sister, step brother or step sister who will be resident at the same address at the time of entry.

### **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.

### **Fair Access Protocol**

The Fair Access Protocol is part of the admission arrangements for John Mason School as it is for all state funded mainstream schools in Oxfordshire. Further details can be found on Page 7 of this document.

### **The nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System**

For admissions purposes the route from home to school will be measured using the shortest designated route as determined by Oxfordshire County Council’s measurement system.

The start point of a measurement is the “seed point” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and from district or city councils. The seed point normally falls within the bounds of a property. It is possible to amend the location of a seed point, but this is neither necessary nor possible for most addresses. Seed points are accurate to the nearest ten centimetres.

From the seed point the route firstly connects to the nearest point of the digitised network.

The digitised network is constructed from road data supplied by Ordnance Survey and is called the Integrated Transport Network (ITN). The Integrated Transport

Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps). However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes, for example alleyways, public footpaths and bridleways.

The end point of the “shortest designated route” is the nearest open gate of the school officially available for use by students for entry and exit to the school site at the start and/end of the school day. The location of these gates has been set by the LA and consulted with each individual school to ensure accurate placement of the gate and its availability for use.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called Route Finder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route, for example footpaths. The “shortest designated route” is also not necessarily a walking route, for example where roads are used the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

## **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 the majority of term-time school nights (Sunday night to Thursday night).

## **Changes of Address**

Changes of address which occur after 31 October but before 23 November of the year of application can be taken into account if proof of this change is provided (see below). To confirm your new address we need 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 September of the year of application we may not accept the address for admissions purposes; or
- A copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF.

Parents may also be asked to provide proof of address from correspondence they have received from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

The Local Authority will act as John Mason School's agent in establishing a child's address.

### **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 the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by John Mason School's Local Authority that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the first preference requested.

The Local Authority will act as John Mason School's agent in establishing the home address.

### **Fraudulent Applications**

If a place has been obtained on the basis of 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 admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education:

"[2.12] An admission authority **must not** withdraw an offer of a place unless it has been offered in error, parents have not responded within a reasonable amount of time, 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 on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

2.13] 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 had been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term."

The Local Authority will act as John Mason School's agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application

### **Coordination of Admissions for the Normal Admissions Round**

John Mason School subscribes to the coordinated admission process for Oxfordshire for entry to Year 7. The Scheme is published on the Oxfordshire County Council's public website ([www.oxfordshire.gov.uk/cms/content/secondary-school-applications](http://www.oxfordshire.gov.uk/cms/content/secondary-school-applications))

### **In-Year Admissions (Years 7 to 11)**

In-year admissions are for those children looking for a John Mason School place during the academic year. Parents/guardians are able to submit an in-year transfer application form no more than one term before the place at John Mason is required.

John Mason School is part of the coordinated in-year admissions process for Oxfordshire. The scheme is published on the County Council's public website (<http://www.oxfordshire.gov.uk/cms/content/transferring-or-moving-school>).

The Safeguarding Team at John Mason School will make contact with the current school in order to ensure any relevant information is shared to aid transition and ensure safeguarding responsibilities are continued.

### **Students Transferring School**

In accordance with Child Protection procedures for students moving from another school to John Mason School, we will ask the previous school for all child protection records for the student so that we can meet and support any safeguarding requirements for that student.

The school will be asked to send them securely either via CPOMS, password protected email or hand delivered to the school in order to meet GDPR requirements.

If there are no child protection concerns for the student, we will ask for the school to complete and return the slip or email a confirmation that there are no safeguarding or child protection records.

### **In-Year Fair Access Panel (IYFAP)**

John Mason is regularly asked to admit vulnerable young people part way through an academic year. To ensure that the distribution of in-year admissions of vulnerable students is handled fairly, speedily and equitably, we subscribe to the In-Year Fair Access Protocol.

The IYFAP comprises representatives of all local secondary schools, a Local Authority social inclusion officer, a representative of the County Admissions Team and other professionals who are able to provide guidance to inform decisions.

The role of the panel is twofold:

(a) to provide support, advice and funding for schools, to give them the best chance of continuing to work with identified vulnerable students on their roll

(b) to recommend alternative provision for any vulnerable student for whom remaining at their current school is not an option.

As part of the panel, we co-operate with the decisions of the panel regarding placements, and make appropriate provision as soon as possible having been identified as the receiving school.

### **Oversubscription**

If we receive more applications than we have places, it may not be possible to offer a place. If we cannot offer places to all the children in our catchment area we will use our admissions rules to allocate the places.

Parents may appeal for a place at John Mason if they have not been offered a place. John Mason Academy Trust has delegated the responsibility for the appeals process to the Local Authority.

Appeals are heard by an independent panel. A decision by an appeal panel whether or not to offer a school place is binding on the admissions authority. If a parent's appeal to gain admission for their child at John Mason is unsuccessful, they may not appeal again within one academic year unless there has been a material change in their circumstances.

The acceptance of a place at an alternative school does not affect your right of appeal.

### **Dispute**

Please note that a Parent can dispute the Admissions Policy by contacting the Schools' Adjudicator.