



## Orchard Meadow Primary School Admissions Policy 2020-21

### How to apply for a place:

*Orchard Meadow Primary School welcomes all applications.* The school has nominated Oxfordshire County Council to manage its admissions on our behalf. Orchard Meadow Primary School follows the standard admission criteria used by Oxfordshire County Council.

Please see their admissions website for more information about how to apply. A link to the application form and information about this process can be found on our [website](#).

Parents must notify the school if there are any changes that may affect their application such as change of address.

### Places available:

The Published Admission Number (PAN) for Reception entry for 2020-21 for the schools within the trust will be: Orchard Meadow Primary School: 60

Where there are more applications than places, and after the admission of all children with Education Health Care plans that name the school, the following criteria will be applied:

Children who have special educational needs but do not have an EHCP will be treated **equally** to all other pupils in the applications process.

1. Children who have an Education Health and Care Plan that names the school.
2. Children who are “looked after” by a Local Authority (LA) within the meaning of Section 22 of the Children Act 1989 at the time of their application, and “previously looked after” children. The term “previously looked after” refers only to 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).
3. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
4. Children who live in the school’s designated (catchment) area. If there are more applicants than places in this category, priority will be given in the following descending order:

**First priority** will go to those children who have a brother or sister on roll already at the time of application who will still be attending at the time of entry. However, if there are more applicants than places, priority will be given to those children who live closest to the school using the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.

**Second priority** will go to those children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families’

Geographic Information System. Children living outside the designated (catchment) area who will 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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Orchard Meadow Primary School has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route" since September 2005.

The "shortest designated route" is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The "shortest designated route" is also not the centre of the road nor 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 mal-administration of the admissions process by the Admissions Authority for the school. Children, Education & Families Directorate Home address. 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).

**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. If children spend time equally at different addresses, then the address we will use for admissions purposes will be the one registered for child benefit.

*We will request proof of the registered address, which must pre-date the application.*

### **Offers:**

Once the offer of a placement will be made and you will be notified through the OCC admissions team. The school may

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.

### **In year admissions:**

The school follows the same process for admissions as that for admissions at the start of the year. In year admissions applications forms can be obtained by contacting the OCC admissions team. In year admissions usually take place after the Autumn half term.

### **Appeals:**

Parents/ carers can appeal to the independent review panel against refusal of admission. The IRP will act in accordance with the framework laid out in accordance with the Schools Admissions Appeal Code 2012. In order to ensure a fair appeals process members of the panel are independent of the governing body and academy trust who made the original decision against the application. The decision of the IRP is binding on the admissions authority