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# Admissions Policy

September 2024

*Version 2.3*

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*Date of ratification:*

*Next review date: September 2025*

## **1 Introduction**

- 1.1 The School Admission Code (September 2021) says that all schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school.
- 1.2 The Admission Authority for Sonning Common Primary School (SCPS) is Oxfordshire County Council (OCC). Admission arrangements for SCPS are determined by OCC. OCC are also responsible for arranging/providing for an appeal against refusal of a place at our school. The Schools Adjudicator deals with complaints about these arrangements.

## **2 How to apply for a place at Sonning Common Primary School**

- 2.1 The full admission arrangements can be found on the OCC website:

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules>

- 2.2 Our proposed admissions number (PAN) for 2025/26 is 30.
- 2.3 The oversubscription criteria below will be followed in descending order of priority:
  - 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)<sup>4</sup> 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 who live in the designated (catchment) area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
  - 3. Children who live in the designated (catchment) area.
  - 4. 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 designated (catchment) area.
  - 5. All other children who do not live in the designated (catchment) area and also do not have a brother or sister on roll at the time of application who will still be attending at the time of entry.
- 2.4 In categories 2 to 5 above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

- 2.5 All community and voluntary controlled schools are part of the coordinated in year admissions process for Oxfordshire. The In-Year Admission Scheme is published on Oxfordshire County Council's public website:  
<http://www.oxfordshire.gov.uk/admissionrules>

### 3 Admission Appeals

- 3.1 There is a statutory right to an admission appeal should a child be refused a place at a school. All community and voluntary controlled schools will take part in the independent admission appeals service set up by Oxfordshire County Council:  
[www.oxfordshire.gov.uk/schoolappeals](http://www.oxfordshire.gov.uk/schoolappeals)

### 4 Definitions

- 4.1 **Designated (Catchment) Areas:** Designated areas can be viewed on the Oxfordshire public website. 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.
- 4.2 **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.
- 4.3 **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 applicants to Reception class if the only sibling already at the school is a brother or sister in Year 6.
- 4.4 **Twins and Children from Multiple Births:** Where the parent/carer/guardian 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.

- 4.5 **Measuring distances from home to school:** For admissions purposes OCC will calculate the straight line distance from home to school as set out below.

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 National Land and Property Gazetteer (NLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest metre and uses the British Co-ordinate 7 System (Easting/Northing). It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas

The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.

- 4.6 **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), OCC will use random allocation to determine who will be offered a place.
- 4.7 **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).

## 5 Dissemination

- 5.1 The Policy is available on the school web site and a paper copy can be obtained from the main school admin office on request.

## 6 Reviewing the Policy

- 6.1 This policy will be reviewed annually by the Head teacher and monitored by the Chair of Governors with changes made to ensure that the Policy is relevant and up to date.