



Admissions Policy

September 2026

Version 2.5

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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 according to the School Admissions Appeal Code (October 2022). 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 2027/28 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)⁴ 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 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 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 catchment area.
 - 5. All other children who do not live in the 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 all categories 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

4 Definitions

- 4.1 **Catchment Areas:** Catchment areas can be viewed on the Oxfordshire public website. Living within a particular school's catchment 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 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 **Children eligible for Service Pupil Premium:** Central Government defines online which children are eligible for Service Pupil Premium (SPP) at: <https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupilpremium-what-you-need-to-know> Parents will need to provide evidence of eligibility when they apply for school (for example a copy of the military ID of the parent who makes the school application or a letter from a commanding officer confirming status).
- 4.6 **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 (all numeric) Co-ordinate System (Easting/Northing). 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 end point of the straight line distance will be determined by the Admission Authority for each school. For schools where the LA is the Admission Authority the end point is the nearest open gate of the school first arrived at from the direction of travel that is officially available for use by students for entry and exit to the school site at the start and end of the school day. The LA consults with each individual school annually to ensure accurate placement of gates and their availability for use.

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.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via getlatlong.net/ A straight line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml

- 4.7 **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.
- 4.8 **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). The time of application is the entire time period from the point when applications can start to be made in the November when the application process opens until 16 April (or next working day) the following calendar year.

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 on the basis of a fraudulent or intentionally misleading address (see below). This may result in the offer of a school place being withdrawn.

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.