



ADMISSION ARRANGEMENTS

For St Birinus School

2019-2020

Introduction

St Birinus School is part of the Ridgeway Education Trust and is an 11-16 all-boys comprehensive school that provides an education for students of all abilities. The allocation of places for students wishing to attend St Birinus School is set out on the following pages and using the criteria identified herein.

Admission Number

The school has a Published Admissions Number (PAN) for each Year group that takes into account our capacity to offer and deliver an effective education for all students at St Birinus School. Our Year 7 PAN for September 2019 will be 180.

Admissions Criteria

In accordance with legal requirements children who have an Education Health and Care Plan or Statement of Special Educational Needs that names St Birinus School will be admitted to the school.¹

The admission criteria rules for St Birinus School are shown below in descending order of priority:

1. Children who are looked after² by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children.³ The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order⁴ or special guardianship order⁵).
2. Disabled children who need to be admitted to St Birinus School on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
3. Children of a member of staff who is employed by Ridgeway Education Trust where the member of staff has been employed by the Trust 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 for which there is a demonstrable skill shortage. The member of staff must have parental responsibility (sole or shared) for the child.
4. Children who attend Ridgeway Education Trust academies. If there are more applicants than places in this category priority will be given in the following descending order:
 - a) First priority in category 4 will go to those children with a brother on roll at the time of application who will still be attending St Birinus School or Didcot Sixth

¹ A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. ***This is therefore not an oversubscription criterion.***

² 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) at the time of making an application to a school.

³ This group includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

⁴ Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

⁵ Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Form at the time of entry or a sister on roll at the time of application who will still be attending Didcot Girls' School or Didcot Sixth Form at the time of entry. However if there are more applicants than places in category 4(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 4 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.
- 5.** Children who do not attend a Ridgeway Education Trust academy who have a brother on roll at the time of application who will still be attending St Birinus School or Didcot Sixth Form at the time of entry or a sister on roll at the time of application who will still be attending Didcot Girls' School or Didcot Sixth Form at the time of entry. If there are more applicants than places in this category priority will be given 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.
- 6.** If there are more applicants than places in this category priority will be given 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.

Oversubscription

If more applications are received than places available, it may not be possible to offer a place, and the admissions rules will be used to allocate the places in a fair and objective process.

Parents may appeal for a place at St Birinus School if they have not been offered a place. The Ridgeway Education 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 St Birinus School 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 parents' right of appeal.

Time of Entry

The admission arrangements give some priority to those with a brother or sister attending St Birinus School, Didcot Girls' School or Didcot Sixth Form 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 entry to Year 7 if they have:

- A brother/sister in Year 13.
- A brother/sister in Year 11 and there is no expressed intention of staying on into Year 12.
- A brother/sister in Year 9 and there is an expressed intention of transferring to another school for Year 10.

Continued Interest Lists

Parents will be able to place a child's name on the continued interest list for St Birinus School.

For those applying through the normal admissions round for Year 7 the continued interest lists will be maintained from shortly after initial allocation in March until 30 June 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 30 June of that academic year.

Admission to an Older or Younger Age Group

Children considered for late transfer would almost certainly have a Statement of Special Educational Needs or an EHCP. Discussion relating to late transfer would normally be initiated within an annual review of the child's Statement of Special Educational Needs or EHCP. Any late or early transfer of a child who does not have a Statement of Special Educational Needs or 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.

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. In addition, if the request to be admitted to a different year group has not been accepted and a parent then appeals for a place for their child any appeal that is heard would relate to the child's normal age group, i.e. the appeal would not be for admission to the requested year group.

Random Allocation

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

Siblings

For admission purposes for St Birinus School a sibling is defined as a brother, half-brother or step brother or a sister, half-sister 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.

In Year Fair Access Panel (IYFAP)

St Birinus School may be 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, Ridgeway Education Trust subscribes to the In-Year Fair Access Protocol (IYFAP).

The South Oxfordshire 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, Ridgeway Education Trust co-operates with the decisions of the panel regarding placements, and makes appropriate provision as soon as possible having been identified as the receiving school.

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.

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/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimeters. 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.

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 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 (e.g. alleyways, public footpaths, bridleways, etc).

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 and the start/end of the school day. The location of these gates has been set by the LA in consultation with the school annually 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). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (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-drivable route (e.g. 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.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire’s county boundary) an internet mapping solution will be used.

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 2019 but before 16 November 2019 can be taken into account if proof of this change is provided (see below).

One of the following must be provided:

- 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 2019 the address may not be accepted for admissions purposes; or
- a copy of the 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 date upon which the application is submitted.

The local authority will act as St Birinus School 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. Proof of the living arrangements (i.e. a court decision) may be requested as well as confirmation of an address which has been given.

If it is accepted by the 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 that is the most favourable (i.e. closest) to the first preference requested.

The local authority will act as St Birinus School's agent in establishing the home address.

Parents Unable to Agree on the Schools to be Listed on the CAF

If parents cannot agree on the schools to list on the CAF and submit separate applications the Local Authority will only consider the application made by the parent who receives Child Benefit for that child.

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

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 2014 published by the Department for Education:

"[2.12] An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period 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 has 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 at St Birinus School 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

St Birinus School subscribes to the coordinated admission process for Oxfordshire for entry to Year 7 in 2019/20.

The Scheme is published on the Oxfordshire County Council public website:
(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 St Birinus School place during the academic year. Parents/carers are able to submit an in-year transfer application form no more than one term before the place at St Birinus School is required.

All schools within the Ridgeway Education Trust are part of the coordinated in year admissions process for Oxfordshire.

The In Year Admission Scheme is published on the Oxfordshire County Council public website at: (<http://www.oxfordshire.gov.uk/cms/content/transferring-or-moving-school>)

Admissions Arrangements for Year 12

The Ridgeway Education Trust runs a joint sixth form on the St Birinus School and Didcot Girls' School, Didcot sites for students aged 16-18 years. This is the Didcot Sixth Form.

The Published Admission Number (PAN) for Year 12 entry in September 2019 is: 150 boys.

Didcot Sixth Form will publish specific criteria in relation to minimum entrance requirements for the range of courses based on GCSE grades or other measures of prior attainment. The entry requirements will be detailed in the Didcot Sixth Form prospectus which is published annually.

Didcot Sixth Form will accept external candidates where places are available and entry requirements are met.