



# LANGTREE SCHOOL GOVERNORS'

## Admissions Arrangements

### for Year 7 Entry in September 2023

LANGTREE SCHOOL ACADEMY TRUST COMPANY  
AN EXEMPT CHARITY LIMITED BY GUARANTEE  
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company ("TLSATC") any reference to Langtree School, School, Governors of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

STATUS:			
RECOMMENDED		STATUTORY	X
REVIEW FREQUENCY			
DATE OF POLICY		December 2021	
DATE OF LAST REVIEW	December 2021		
REVIEW DUE	November 2022		
COMMITTEE		FGB	
Signed: Chair of Governors			
<b>Admissions Arrangements for Year 7 Entry in September 2023</b>			

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children:** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children:** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be state care due to being adopted. Evidence of the previously looked after status and / or the adoption will be requested. Where evidence is not available, Oxfordshire County Council will make a pragmatic decision based on the information available so that there is a locally consistent approach.

**Siblings are defined as:** Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Please contact the headteacher in the first instance either by email: [sbamford@langtreeschool.com](mailto:sbamford@langtreeschool.com) or in writing to marked for the Headteacher to the school address.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 120 pupils for entry in year 7

### 6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children (whether from the UK or another country) who apply for a place at the school. Including children (PLAC) who appear to this Admissions Authority to have been in state care outside England (IAPLAC) 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. A 'looked after child' is a child who is either (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. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4.
  - a. Children living in the designated area of the school with a sibling on roll at the time of application who will still be attending at the time of entry.
  - b. Children living in the designated area of the school.
5. Children living outside the designated (catchment) area who will have a sibling on roll at the time of application who will still be attending at the time of entry.
6. Children who attend named feeder schools. Our named feeder schools are  
Checkendon CE Primary School      Goring CE Primary School      Nettlebed Primary School  
South Stoke Primary School      Stoke Row CE Primary School      Whitchurch Primary School  
Woodcote Primary School
7. All other children who do not live in the designated (catchment) area and also do not attend a designated feeder school (listed above) and also do not have a sibling on roll at the time of application who will still be attending at the time of entry.

In the oversubscription categories 3 – 6 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.

### 6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. If there are more applications than places, priority will be given 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.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **Measuring distances from home to school**

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been 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 centimetres. 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). Ordnance Survey assures that the augmented ITN used by the LA is accurate to at least 1 metre. All 548,000 kilometres of roads in Great Britain are accurately mapped in a consistent and logical network. The network does not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, "short-cuts" across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the "shortest designated route" is the **nearest open gate** of the school first arrived at from the direction of travel from the seed point 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. The LA consults with each individual 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 RouteFinder 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)).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accuracy up to 1.609344 metres.

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 mal-administration of the admissions process by the Admissions Authority for the school.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire's county boundary) an internet mapping solution will be used. For addresses in Europe, we use [maps.google.co.uk](http://maps.google.co.uk) For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using [itouchmap.com/latlong.html](http://itouchmap.com/latlong.html) We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using [www.nhc.noaa.gov/gccalc.shtml](http://www.nhc.noaa.gov/gccalc.shtml)

### **Terms used in this explanation**

<i>"shortest designated route"</i>	<i>The shortest distance between two points calculated using a computer programme as defined in this explanatory document</i>
<i>Geographic Information</i>	<i>A system designed to capture, store, manipulate, System (GIS) analyse, manage and present all types of geographic data. The Admissions Team of Oxfordshire County Council uses MapInfo (supplied by Pitney Bowes Software) for its GIS needs</i>
<i>Local Authority (LA)</i>	<i>Oxfordshire County Council</i>
<i>Admissions Authority (AA)</i>	<i>The authority that has responsibility for admissions decisions</i>  <i>For Community and Voluntary Controlled schools the AA is Oxfordshire County Council</i> <i>For all other schools and academies the AA is the Governing Body, a subgroup of the Governing Body or a group</i> <i>given authority to make admissions decisions by the Governing Body. The AA is never an individual person</i>
<i>Ordnance Survey</i>	<i>The national mapping agency for Great Britain, an executive agency and non-ministerial government department of the UK Government</i>
<i>"seed point"</i>	<i>A geographically defined spatial point set by Royal Mail and/or district or city councils, and supplied to Ordnance Survey which then sells that data to other organisations (e.g. Oxfordshire County Council). The seed point used by the Admissions Team of Oxfordshire County Council is the "all numeric British Coordinate System" (easting and northing)</i>
<i>easting</i>	<i>a measurement in metres east of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres)</i>

<i>northing</i>	<i>a measurement in metres north of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres)</i>
<i>digitised network</i>	<i>the geographic database of all possible, available, measurable routes. The digitised network is based on the Integrated Transport Network (ITN) produced by Ordnance Survey augmented to include additional non-driveable public routes</i>
<i>"nearest open gate"</i>	<i>the first gate arrived at from the direction of travel which is available for use by students for entry and exit to the school site at the start and end of the school day</i>
<i>algorithm</i>	<i>a series of programmed instructions carried out by the RouteFinder software which calculates all available routes between the start and end points and outputs the shortest</i>
<i>RouteFinder</i>	<i>GIS-based software produced by Higher Mapping Solutions (<a href="http://www.highermappingsolutions.com">www.highermappingsolutions.com</a>) which is designed to find the shortest measurement between two defined points using the available network.</i>
<i>ONE database</i>	<i>Database created by Capita Children's Services (<a href="http://www.capita-cs.co.uk">www.capita-cs.co.uk</a>) used by Oxfordshire County Council to hold information about children and their applications for school places</i>

## 6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## 6.7 Fair Access Protocol

We participate in Oxfordshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Information about how to make an application for in-year admissions can be found:

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

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Information about how to appeal can be found:

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-appeals>

You can find details of the school's appeals timetable on the following webpage:

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-appeals>

## 9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.