



Oxford Spires Academy

CfBT Education Trust, the lead sponsor, and partners aim to raise the aspirations, attainment and achievement of the Academy's students by educating them to the highest standards, to be the best they can be. They will be equipped to make the most of the challenges and the opportunities of living, learning, working and making a positive difference in a dynamic, technological and global community.

Admissions Policy March 2019

APPROVED ADMISSION ARRANGEMENTS FOR OXFORD SPIRES ACADEMY

- 1 This document sets out the proposed admission arrangements for Oxford Spires Academy for 2020 hereinafter referred to as 'the Academy', which are based on the arrangements found in Annex 1 to the Supplemental Funding Agreement between Oxford Spires Academy and the Secretary of State for Schools.
- 2 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a local authority (LA). Before doing so the Secretary of State will



consult the Academy.

I: ADMISSION ARRANGEMENTS

Arrangements for admission to 11-16 Provision

- 3 The admission arrangements for the Academy for the year 2020/2021 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:
 - a) The Academy has an agreed admission number of 210 pupils. The Academy will accordingly admit at least, and no more than 210 pupils in the relevant age group each year if sufficient applications are received;
 - b) The Academy may set a higher admission number than its agreed admissions number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 15 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply. Such circumstances shall be reported to the Secretary of State. Please see the school website for PAN of 220 for 2020. Oxford Spires academy will take 10 students above its PAN of 210 for Year 7 starting September 2019. Year 7 2020-2021 will therefore have an admission number of 220. This has been supported by the local authority.
- 3A. The admission arrangements for the Academy from the Academic Year beginning in September 2011 are those agreed and published by Oxfordshire LA, as pertaining to Oxford School, the predecessor school. The Academy has a Published Admission Number of 210 for students entering the Academy in Year 7.

Process of application

- 4 Applications for places at the Academy will be made in accordance with Oxfordshire LA's coordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by Oxfordshire LA. The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year), which, whenever possible, will fit in with the common timetable agreed by the Oxfordshire Admissions Forum or LA.



- a) By September of the preceding year The Academy will publish, in its prospectus and available on its website, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) September/October The Academy will provide opportunities for parents to visit the Academy;
- c) October/November CAF to be completed and returned to the LA to administer;
- d) LA sends list of applicants to the Academy;
- e) The Academy sends list of pupils to be offered places to LA
- f) February LA applies agreed scheme for its own schools, informing other LAs of offers to be made to pupils for whom they are responsible;
- g) 1st March offers made to parents.

Consideration of applications

- 5 The Academy will consider all applications for places. Where the number of applications for admission is greater than the Published Admissions Number for any relevant age group are, the Academy will offer places to all those who have applied in accordance with the oversubscription criteria.

Procedures where the academy is oversubscribed

- 6 Where the number of applications for admission is greater than the published admissions number for any relevant age group, the Academy will consider applications against the criteria set out in the sub- paragraphs below. After the admission of pupils with statements of Special Educational Needs and Education, Health and Care Plans, where the Academy is named in the



statement, the criteria will be applied in the order in which they are set out below:

- a) Children in public care (looked After Children whom the Corporate Parent agrees should attend the Academy); children who are looked after 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. 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 residence order or special guardianship order).
- b) Disabled children who need to be admitted to a school on the grounds of physical accessibility, as determined by the Local Authority. The definition of disability is that contained within the Disability Discrimination Act as amended;
- c) Children living within the academy’s designated area (the City of Oxford) with a sibling attending the academy at the time of admission;
- d) Children living within the academy’s designated area (the City of Oxford);
- e) Children living outside the designated area with a sibling attending the academy at the time of admission;
- f) Children living outside the designated area:

In the event of over-subscription within any of a-e above, priority will be given to those living closest to the school by the shortest designated public route recorded in the LA’s Geographic Information System operated by the Directorate for Children, Young People and Families;

Notes:

Note 1: Children in Public Care (Looked after Children), also called ‘Children Looked After’, are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989.



Note 2: Children are siblings if they are half, full or adoptive brother or sister or if they are children of the same household.

Operation of waiting lists

- 7 Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Academy will operate a waiting list. Where, in any year, the Academy receives more applications for admissions than the Published Admission Number, a waiting list will operate until 30 September of that year. This will be maintained by the Academy and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application.
- 8 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels

- 9 Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process.

Arrangements for admission to post 16 provision

- 10 The Academy will make separate arrangements for entry to courses in the sixth form, based on GCSE grades or other measures of prior attainment, which will be published annually. Applicants from outside the Academy will be accepted if a place is available and the applicant meets the same criteria as those applying internally. The Academy 6th form capacity is 250 students in total. The number of external places available will vary each year.
- 11 If more external applicants who meet the criteria apply than there are places available, places will be allocated on the basis of the application of the oversubscription set out in paragraph 6.

- 12 There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants. Parents and sixth form applicants will each be able to exercise a right of appeal although where a parent and child appeal they will usually be heard at a single hearing.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the academy

- 13 Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and, if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 6 shall apply. Parents/carers whose application is turned down are entitled to appeal.
- 14 The Academy will participate in Oxfordshire LA's 'In Year Fair Access Protocol' arrangements.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION

Consultation

- 15 The Academy will consult by 1 March each year on its proposed admission arrangements:
- a) Oxfordshire LA;
 - b) The admission forum for Oxfordshire LA;
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Oxfordshire LA;
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation set by Oxfordshire LA;
 - e) Affected admission authorities in neighbouring LAs.

Publication of admission arrangements

- 16 The Academy will determine its admissions arrangements each year by 15 April and will publish these arrangements once they have been determined, by sending copies, on request, to:
- a) All Primary and Secondary schools in Oxfordshire LA; b) The offices of Oxfordshire
- Oxford Spires Academy Admissions Policy



LA; c) Public libraries in the area of Oxfordshire LA for the purposes of being made available for reference at such libraries, And by copies being made available without charge on request from the Academy.

- 17 The published arrangements will set out: a) the name and address of the Academy and contact details; b) a summary of the admissions policy, including oversubscription criteria; c) a statement of any religious affiliation; d) numbers of places and applications for those places in the previous year; and e) arrangements for hearing appeals.

MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Signed: Tony Brett
Chair of Governors

Last updated: Dec 2018

Review Date: Dec 2019