



Admissions Policy

Standlake School will consider **all** applications for places.

Where the number of applications for admission is greater than the published admissions number for any year group then the oversubscription criteria detailed in this policy will determine which children are offered places.

In accordance with legal requirements, children who have a Statement of Special Educational needs naming Standlake School in Part 4 of the Statement will always be admitted.

Early Years Foundation Stage (nursery) admissions for part-time places:

At present we offer the free entitlement to 15 hours per week to children from the term after their third birthday.

- Our morning sessions run from 8.40am to 11.40 am
- Lunch is between 12.00 and 1pm
- Our afternoon sessions run from 1.00pm to 3.10 p.m.

Booking: All sessions will need to be agreed with individual parents at the beginning of each term in order to ensure there is appropriate staffing.

Additional hours: Hours above the 15 hours entitlement will be available through the booking sessions as stated above.

Charges for additional time will be approximately £3.95 per hour

Lunchtimes: Children are able to stay for school dinners (£2.10 per day) or home packed lunches, after attending the morning session with an additional supervisor charge of £2.50 per hour.

School (Reception to Year 6) admissions:

Children will be admitted into the school after their fourth birthday, either during the term of admission, or before September 1 for Summer Term, January 1 for Autumn Term, and April 1 for Spring Term.

The school considers the advice on the admission of summer born children laid out by the Department for Education December 2014. For further information <https://www.gov.uk/government/publications/summer-born-children-school-admission>

The standard admission number per academic year is fixed by the Local Authority at 20; but, should the number exceed that in any given year, priority will be given to those children resident in Standlake, Hardwick, Northmoor and Bablockhythe.

The school operates an equal opportunities policy.

Exclusions will be implemented in extreme cases and will follow the procedure laid down in the 1986 Education Act.

Standlake Primary School believes that all children should be educated in their age appropriate year group and have their needs met through quality first differentiated teaching and appropriate support.

Children may continue in the school until the year of their eleventh birthday, when they usually transfer to Bartholomew School Eynsham.

Transfer from Standlake School to Bartholomew School.

Bartholomew School is the linked secondary school to Standlake School for children moving from year 6 to year 7 of their schooling. Those children attending Standlake

School will need to apply for a secondary school place through Oxfordshire County Council as a place will not automatically be allocated.

Admission rules if applications for a place at Standlake School are Oversubscribed are shown below in descending order of priority.

In a descending order of priority, the admission criteria for Standlake School are as follows:

1. Children who are “looked after” by a Local Authority (LA) 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” 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).
2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
3. Children who live in the school’s designated (catchment) area. If there are more applicants than places in this category, priority will be given in the following descending order:
 - First priority will go to those children who have a brother or sister on roll already at the time of application who will still be attending at the time of entry. If there are still more applicants than places, priority will be given to those children with siblings in the school who live closest to the school using the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
 - Second priority will go 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.
4. Children living outside the designated (catchment) area who will have a brother or sister on roll at the time of application who will still be attending at the time of entry. If there are more applicants than places, priority will be given to 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.
5. 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.

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 step-brother or step-sister (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.

If your child is nearing the age to start school; 4 years old, or is in Year 6 aged 11, please remember to fill in the admissions form. You should do this in the autumn (almost one year before they are due to start at school).

You can find further details on: www.oxfordshire.gov.uk.

<http://www.oxfordshire.gov.uk/cms/content/admissions-primary-infant-and-junior-schools>

<http://www.oxfordshire.gov.uk/cms/content/secondary-school-applications>

If you are moving into the area, contact Oxfordshire County Council to find out about admissions procedures and transfers. Details at www.oxfordshire.gov.uk (Home>Children, education, families>Education and learning>Schools>starting school>Transferring or moving school) and/or 01865 815175.

Alternatively, contact Oxfordshire Family Information Service on: 08452 262636 or 01865 328580.

Approved: 2 nd December 2015
Review to be commenced: September 2016
Review to be completed: 28 th February 2017

This policy will be reviewed alongside the Local Authority policy

Admission Appeals Timeline 2016

For secondary school entry into Year 7 in September 2016

Date	Event
Tuesday 1 March	First round allocation day (for on-time applications, received by 2 November 2015)
Wednesday 13 April	Deadline for first round of secondary appeals
Wednesday 27 April-Wednesday 15 June	First round of secondary appeals heard
Friday 6 May	Second round allocation day (for applications received 3 November 2015-21 March 2016)
Friday 10 June	Deadline for second round of secondary appeals
Monday 27 June-Friday 16 September	Second round of secondary appeals heard

For primary school entry into Reception in September 2016

Date	Event
Monday 18 April	First round allocation day (for on-time applications, received by 15 January 2016)
Wednesday 17 May	Deadline for submitting primary (first round) appeals
Monday 13 June-Monday 18 July	First round of primary appeals heard
Monday 13 June	Second round allocation day (for applications received 3 November 2015-21 March 2016)
Monday 11 July	Deadline for submitting primary (second round) appeals
Monday 5 September-Monday 17 October	Second round of primary appeals heard

All other appeals

Heard within 30 school days of being lodged (school days do not include weekends; INSET days; holidays.)

For a detailed explanation of the timeline, with notes, please see below.

<u>Primary School Appeals</u> Re: On-Time Applications (received by 15/01/16)	KEY DATES / DEADLINES	Notes
Allocation Day	Monday 18 April 2015	
<u>Deadline</u> * for receipt of appeal form (20 school days from allocation day)	Wednesday 17 May 2015	*Appeals will be accepted after this deadline but they may be heard with any late application appeals
Appeals heard between (Must be heard within 40 school days of deadline to lodge appeal)	Monday 13 June and Monday 18 July 2015	
Re: Late Applications (received 16/01/16 – 09/05/16)	KEY DATES / DEADLINES	Notes
Allocation Day	Monday 13 June 2016	
<u>Deadline</u> * for receipt of appeal form (20 school days from allocation day)	Monday 11 July	*Appeals will be accepted after this deadline but they may be heard with any late application appeals
Appeals heard between(Must be heard within 40 school days of deadline to lodge appeal)	Monday 5 September [^] and Monday 17 October [^] 2016	[^] If appellants waive right to notice of hearing, appeals may be heard sooner where possible
Re: Later Applications (received 10/05/16 – 01/09/16)	DEADLINE	Notes
Appeals heard within.....	30 school days of appeal being lodged	Where an appeal in this category would have to be heard before any appeals for applications received 16/01/15 – 07/05/15 by applying the deadline of 30 school days, any such appeal would be heard at the same time as or after the other appeal(s) otherwise an injustice could occur and could be unfair.

Re: In Year Applications (received 02/09 – 20/07)	DEADLINE	Notes
Appeals heard within.....	30 school days of appeal being lodged	These appeals will not be heard before any later application appeals for same year group at a school

Notes:

Activity	Timescales	Notes
Notification of hearing date	At least 10 school days^ before hearing date unless waive rights to full notice period	^Unless waive right to this period of notice
<u>Deadline</u> for AA* to submit case papers	At least 9 working days before date of hearing	*AA = Admission Authority
AA* case papers sent to appellants, panel and clerk	At least 8 working days before date of hearing	*AA = Admission Authority
<u>Deadline</u> ** for receipt of appellants' additional evidence/information	5 working days before date of hearing	** IMPORTANT: Where full grounds, additional evidence / information is received <u>after this deadline</u> , the Panel must decide (at start of hearing) whether any of this information is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing. To be certain all information / evidence is taken into account, it must be received by the specified deadline!
Appellant's additional evidence / information sent to AA, panel and clerk	4 working days before date of hearing	
Short decision letter sent	Within 1 working day of decision being made	
Full decision letter (with reasons) sent	Within 5 working days of decision being made but, e.g. where several appeals for same school, this may be extended to 20 working days	

