



**Burford
Primary School**

'Respect, Aspire, Achieve'



Admissions Policy 2025 – 2026 Reception to Year 6

1.0 Introduction

Burford Primary School is a small community primary school, with children organised into 5 mixed age classes. Burford Primary School is an Academy school and is part of the Oxford Diocesan Schools Trust.

The Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

2.0 Admission arrangements to the Reception Year in September 2025

At Burford Primary School, pupils are normally admitted at the beginning of the school year (1 September- 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2020 and 31st August 2021 may apply for them to be admitted to the Reception Year in September 2024. There are **20 places** (the published admission number) available.

The PAN only applies to Reception year. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2025/26), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2026 and 31st August 2026 (Summer born children) who do not reach compulsory school age until September 2026, parents who do not wish them to start in school year 2025/26 but to be admitted to the Reception Year in September 2026 should proceed as follows: They should apply at the usual time for a place in September 2025 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2026. Please note, parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the Head Teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before national offer day (TBC April 2025), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than TBC January 2026) for a Reception place in September 2026. If their request is refused, the parents must decide whether to wait for another offer of a place in September 2025 (Please note, this will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2025/26 Reception Year group.

Until the child reaches compulsory school age, they may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Parents (see Note 1) wishing to apply for the Reception (Foundation) Year in September 2025 must complete the application form provided by their home local authority (the home LA) – for most, this will be Oxfordshire County Council. The home LA is the LA in whose area the parents live at the time of the application. The form must be completed and returned to your home LA no later than TBC January 2025. Applications received after this date will normally only be considered after all those received on or before the cut off date. Offers and refusals of places will be posted to parents from local authority on TBC April 2025.

3.0 Over-subscription criteria

Children with an Education Health and Care Plan (EHCP) naming Burford Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted (internationally adopted, previously looked after children – IAPLC). (see note 2).
2. Families who have exceptional medical or social needs that make it essential that their child attends Burford Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (see Note 3).
3. Children with a normal home address (see note 4) in our designated catchment area (see map in appendix) and with a sibling (see note 5) on the roll of Burford Primary School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address (see note 4) in our designated catchment area (see map in appendix).
5. Children with a normal home address (see note 4) outside our designated catchment area (see map in appendix) and with a sibling (see note 5) on the roll of Burford Primary School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Children with a normal home address (see note 4) outside our designated catchment area (see map in appendix) who attend Burford Primary School Nursery.
7. Other children.

Proximity of the child's home, as measured by the straight line distance (see note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6, should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. This process will be conducted in the presence of a person

independent of the school.

4.0. All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Burford Primary School is part of the coordinated in-year admissions process for Oxfordshire. The In-Year Admission Scheme is published on the County Council's public website. Parents must be notified of the result of their application in writing within 15 school days but we will aim to do so within 10 school days.

5.0 Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Head Teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

6.0 Waiting lists

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order or priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which the application was received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

7.0 Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet etc, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 20 for Reception 2024/25 or the number of places in other year groups.

8.0 Fair Access

The Fair Access Protocol is part of the admission arrangements for Burford Primary School as it is for all state funded mainstream schools in Oxfordshire. The governing body can delegate participation in the FAP to an individual such as the Head Teacher or SENCO.

9.0 Appeals

There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1st September – 31st August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

10.0. Admissions in September 2024

The school received **xxx** applications expressing a preference for admission to the Reception year in 2024 by the closing date of January 2024. These were ranked as follows:

Criterion	Number of places offered
Children with an EHCP that names the school	
1. Children who are looked after by a local authority within the meaning of section 22 of the children's act 1989 at the time of their application, and previously looked after	
2. Disabled children who need to be admitted n the grounds of physical accessibility	
3a. Children who live in the designated area and have a brother or sister on roll at the time of application who will still be attended at the time of entry	
3b. Children who live in the designated area	
4. Children living outside the designated area who have a brother or sister in roll at the rime of application who will still be attending at the time of entry	
5. Those children who live closest to the school.	
Total	

Last place offered under criterion 5 'those children who live closest to school' at **xxxxx** miles.

Notes

Note 1

"Parent" is defined in law (The Education Act 1996) as either:

- a) Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- b) Any person who has care of the child or young person.

Note 2

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one setting the arrangements to be made as to the person with whom the child is to live (Children Act 1989, section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in care will be required to come with this criterion. A child is regarded as having been in state care outside England if they were in the care or were accommodated by a public authority, a religious organisation, or any other provider of care whose whole or main purpose is to benefit society.

Note 3

When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Burford Primary School. This

supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, or other professional who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4

By "normal home address" we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. 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 September of the year before entry until National Offer Day the following April.

Sometimes an application is made based on an address at the time of application and the address then changes after the application has been submitted. It is important to tell the Admissions Authority about changes of address so that places can be offered fairly, and so notification can be sent by post to the correct home address.

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, the Admissions Authority will consider the application to have been made on the basis of a fraudulent or intentionally misleading address. This may result in the offer of a school place being withdrawn.

If an application is made on the basis of a new address or intention to move to an area, information about the new address will need to be provided in order for it to be taken into account.

CHANGES OF ADDRESS

Changes of address which occur after the closing date **may** be taken into account if proof of this change is provided by the date published in the LA's Admissions Rules. To confirm your new address we need one of the following:

- 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 the September when the child could start school, we may not accept the address for admissions purposes; *or*
- A copy of your Council Tax Bill showing the same name(s) as on the school place application (CAF); *or*
- Letter from a new employer (e.g. University college) where accommodation is being provided by them and is tied to the new post/job giving details of this new address; *or*

- New Quarter Information if this is a military posting with provided accommodation; *or*
- Assignment Order if this is a military posting but new quarter has not yet been notified.

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 application you have made.

The Local Authority will act as the school's 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 the address we will use for admissions purposes will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.

The Local Authority will act as the school's agent in establishing the home address.

Note 5

By sibling we mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carers partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name.

Note 6

“straight line distance”

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 Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the British Co-ordinate System (Easting/Northing). 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.

The end point of the straight line distance will be determined by the Admission Authority for each school. Where the LA is not the Admissions Authority, the relevant Admissions Authority will provide the determined end point to the LA.

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

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 2.13 and 2.14 of the School Admissions Code (December 2021) published by the Department for Education:

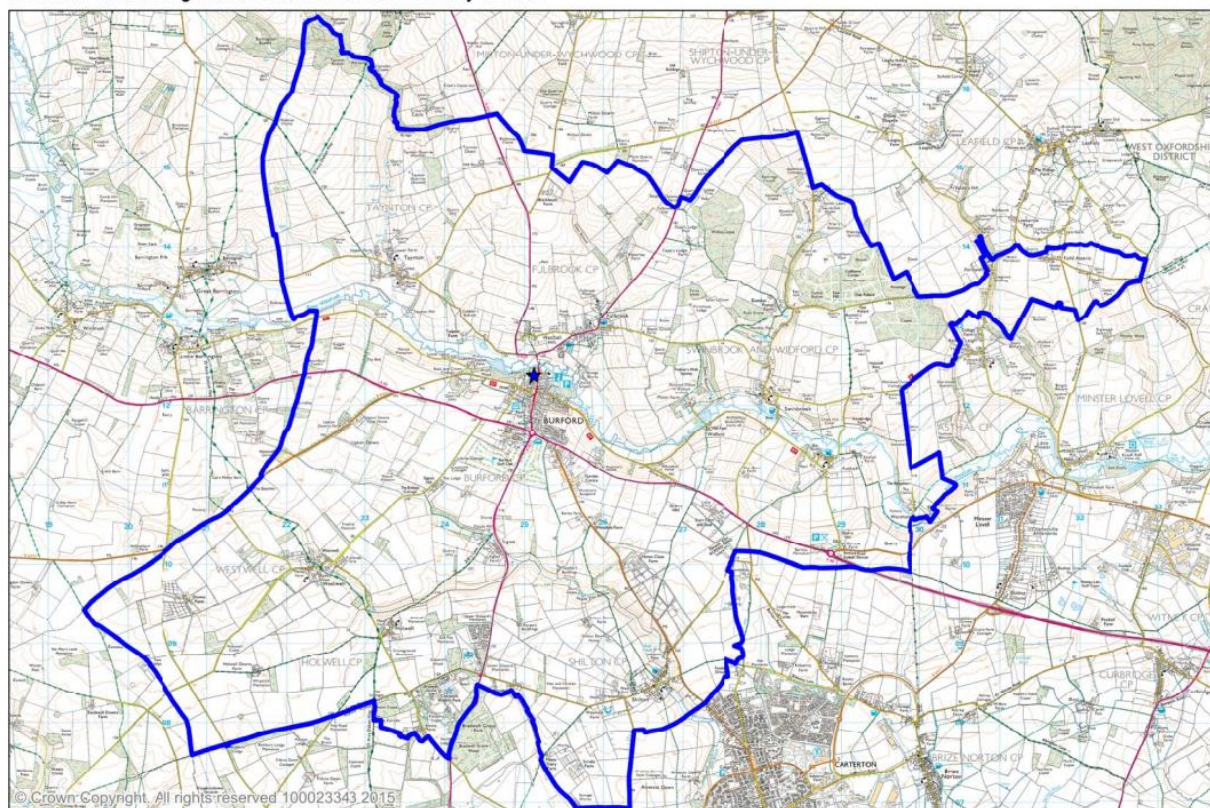
“[2.13] An admission authority must not withdraw an offer of a place unless it has been offered in error, parents have not responded within a reasonable amount of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has 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.

[2.14] 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 had 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 school will liaise with the Local Authority in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application, after which the school will make the final decision.

APPENDIX 1

Location and Designated Area of Burford Primary School



Signed: Joanna White/Hannah Lake, Co-Chair of Governors

Signed: Rachel Veeder, Interim Executive Head Teacher

Dated: 14 September 2023

Agreed by the Full Governing Body

15 September 2023