



HEYFORD PARK
FREE SCHOOL

BONUM COMMUNE COMMUNITATIS

HEYFORD PARK FREE SCHOOL

Admissions Policy



HEYFORD PARK FREE SCHOOL ADMISSIONS POLICY



PUBLISHED ADMISSIONS NUMBER FOR THE HEYFORD PARK FREE SCHOOL

Each year, from 2013/2014 to 2019/2020, the Heyford Park Free School will admit the following number of children:

Reception: 60 children

Year 7: 60 children

Children who enter the Heyford Park Free School at the Reception stage will be doing so under the explicit understanding that the school is “all-through” and that they will not have to reapply to enter Year 7 when this time comes around. Therefore, in the admissions year 2020/2021, there will cease to be a formal entry point at Year 7 as the current Year 6 cohort will transfer directly into the secondary school without the need for reapplication.

Students will be able to transfer out of the school at any point. If a student opts to do this, the Heyford Park Free School will offer places up to the maximum capacity of 60 places per year and subject to the Admissions Code.

THE ADMISSIONS OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL

The Heyford Park Free School will provide for the admission of children in the September following their fourth birthday. Please note that:

- Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age

ADMISSIONS ARRANGEMENTS AND OVER-SUBSCRIPTION CRITERIA

- In accordance with legal requirements, children who have a Statement of Special Educational Needs that names The Heyford Park Free School in Part 4 of that Statement will be admitted to the school.¹

If there are more applications than places for the Heyford Park Free School, the oversubscription criteria are shown below in descending order of priority.

¹Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion** and in these admission rules this requirement is listed for reasons of clarity and simplicity.

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. 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).
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 Equalities Act 2010. The required supporting evidence for this criterion will be a Doctor’s letter from the child’s registered GP.
3. Children with siblings (i.e. a whole, half, stepbrother or stepsister resident at the same address) who are already on roll at the school and will still be on roll when the child is admitted.
4. Those children whose permanent address is closest to the Heyford Park Free School by the nearest designated public route as defined on the Directorate for Children Education and Families Geographic Information System – utilising the measuring system currently in operation by Oxfordshire County. This system measures the distance from the “seed point”³ of the house, as identified in Royal Mail’s Ordnance Survey, to the nearest open gate of the school. In cases where parents have shared responsibility for a child, meaning those instances where the child spends equal time with each parent, the permanent address of that child will be the address at which the child is registered with their GP.

TIE BREAK POLICY

Please note, where two or more applicants may otherwise have equal priority, random selection will be used to determine the place allocation. Children’s names will be randomly selected from the total list of tied applicants by someone unconnected with the Heyford Park Free School. The first names selected will be offered places.

WAITING LISTS

The Heyford Park Free School will maintain a clear, fair and objective waiting list for the first term of each academic school year. It must be stated whenever a child is added to the waiting list, all other children on the list will be re-ranked according to the over-subscription criteria.

Priority on the waiting list will not be given in accordance to the time of the application, or the date at which the child was added to the waiting list.

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

³ “Seed Points” are designated by Ordnance Survey using information provided by Royal Mail and City/District Councils. They always fall within the bounds of the property, and are accurately measured up to the nearest 10 centimetres. For full details, please refer to Oxfordshire County Council’s document “Measuring Distance from Home to School. This can be requested from the council or downloaded online.

Further, it must be stated that looked after children or previously looked after children, as well as those children allocated to the school via the Fair Access Protocol, will be given a place at the Heyford Park Free School before those on the waiting list.

PROCEDURES FOR MONITORING AND REVIEWING THIS POLICY

Reviewed October 2017