Dashwood Banbury Academy

Admissions Policy for Admissions for September 2027 – July 2028

Version Control	
Version control reference 7 Admissions Policy 2027-2028	Date of admissions changed for the new school year.
Version control reference 6 Admissions Policy 2026-2027	Date of admissions changed for the new school year
Version control reference 5 Admissions Policy 2025-2026	Date of admissions changed for the new school year and 2YO admission updated
Version control reference 4 Admissions Policy 2024-2025	Date of admissions changed for the new school year
Version control reference 3 Admissions Policy 2023-2024	Date of admissions changed for the new school year
Version control reference 2 Admissions Policy 2022-2023	Updated in view of IPLAC guidance
Version control reference 1 Admissions Policy 2021-2022	Update of information/dates

Date of next review	September 2026	Owner	Principal
Type of policy	Statutory	Approval level	Delegated by Regional Board to the Regional CEO

THE ADMISSION OF PUPILS TO THE DASHWOOD BANBURY ACADEMY

This policy sets out the admission arrangements for the Dashwood Banbury Academy. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA, including any local Fair Access Protocols that are in place.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The admission arrangements for the Academy for the year 2027/28 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- The Academy has an agreed admission number of 60 pupils for Reception to Year 6. The Academy will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received;
- The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult (see Consultation section below). Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application for admission to Nursery [2 to 3 Year olds - Cherry Class]

The Academy Governors have agreed to admit 24 pupils over 3 intakes (should demand be there for staffing levels). These arrangements and the admissions criteria (below) are reviewed annually. For applications to be considered under this policy, they must be submitted by the end of March the year before they are due to start. When there are more applications than there are places available in the Nursery, the Governors will admit pupils according to the over-subscription criteria (below), which are listed in order of priority. *[A 'place' is currently three terms' attendance (either a morning or afternoon session on five days per week for a total of 15- or 30-hours commencing Term 1, Term 3 or Term 5 – the term after the child is 2.]*

Twenty-four places per year will be allocated to children aged from 2 years old who qualify for free two-year-old funding. Up to 4 places will be available for fee paying pupils.

Funded places

In order to secure a free place for your 2-year-old child you need to meet Oxfordshire's criteria – these are listed below and can be found in more detail here:

https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0

In order to access free nursery provision for 2 year olds the following criteria must apply:

1. Economic criteria

(a) You are in receipt of one of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit (https://www.gov.uk/pension-credit)

(b) Your family receives Child Tax Credit or Working Tax Credit provided your annual household income, as assessed by Her Majesty's Revenue and Customs, does not exceed £16,190

2. Non-economic criteria

(c) Your child has a current statement of special educational needs or an education, health and care plan; or attracts Disability Living Allowance (DLA).

(d) Two year olds currently in the care of the local authority (Looked After Children)[1] or who have left care through special guardianship or an adoption or residence order.

How to apply:

- Free places

A check will be run with Oxfordshire County Council to confirm eligibility for funding.

- Paid places

If you wish to pay for a place at Dashwood, this will be a cost of £9 an hour with each session being 3 hours long. You will need to complete an application form and in the first instance please contact the Academy's office on 01295 263240, to discuss whether there are places and what your requirements are.

Where there are more applicants than spaces a waiting list will be established. When spaces become available children will be allocated from the waiting list in order of the priorities listed above. Length of time on the waiting list and address will not be considered.

I. Children who qualify for free two-year-old funding (see Economic and Non-economic criteria above)
II. Children with sibling attending Dashwood Banbury Academy in the academic year of admission (for this purpose "sibling" means a whole, half or stepbrother or - sister resident at the same address)
III. Children of staff employed by the Aspirations Academy Trust for two or more years at the time at which the application for admissions is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
IV. Children from whom this is the nearest school measured by the shortest designated route from the home address
V. Any other children whose parents wish them to attend the school

A maximum of 24 funded places will be offered where demand is there and staff is in place. Any funded places not taken by funded 2 year olds 2 months prior to the admission date may be made available for other 2 year old children.

A place in the 2-year-old Nursery setting (Cherry class) will guarantee a place in the Nursery [F2/3] setting (Plum class) but not into the Reception [F1] class. If a parent wishes their child to

[1] A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A 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 (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

attend the Reception setting after Nursery then they must apply through the Local Authority's admissions process.

Process of application for admission to Nursery (3 to 4 year olds – Plum Class)
The Academy Governors have agreed to admit up to 60 pupils over 3 intakes in Nursery [F2 & 3.] The Academy will admit a number of 30 hour places per year. For applications to be considered under this policy, they must be submitted by the end of March the year before they are due to start. Parents/Carers can apply for either a 30 hour placement or a 15 hour placement. Those who do not receive a 30 hour place will automatically be entered into the 15 hour placement applications. 30 hour places will only be allocated to those who eligible through the online portal which currently states that they must satisfy the following conditions.

- Both parents/sole parent earns at least the equivalent of 16 hours at the living wage.
- Neither parent earns more than £100,000.

When there are more applications for either the 15 or 30 hour sessions than there are places available in the Nursery, the Governors will admit pupils according to the following over-subscription criteria, which are listed in order of priority. *[A 'place' is currently three terms' attendance (either a morning or afternoon session on five days per week for a total of 15 hours commencing Term 1, Term 3 – the term after the child is 3. Parents who wish to seek access to increased provision should make contact with the Foundation Stage Coordinator to discuss the possibilities.]*

After those Nursery Children with an Education, Health & care Plan issued by a local authority naming a specific school where a pupil should receive his/her education, the following criteria will be applied in order of which they are set out below:
Children looked after by a local authority (LAC)[1] or adopted children who were previously in care
Then:

I. Children with sibling attending Dashwood Banbury Academy in the academic year of admission (for this purpose "sibling" means a whole, half or stepbrother or - sister resident at the same address)
II. Children of staff employed by The Aspirations Academy Trust for two or more years at the time at which the application for admissions is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
III. Children from whom this is the nearest school measured by the shortest designated route from the home address
IV. Any other children whose parents wish them to attend the school

Process of application for admission to Reception Year
Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements, and will be made on the Common Application Form provided and administered by the respective home LAs of the applicants.

<u>Consideration of applications</u>
The Academy will consider all applications for places. Where fewer than 60 applications are received, the Academy will offer places to all those who have applied.

<u>Procedures where Academy is oversubscribed in Reception Year</u>
Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:

After the admission of pupils with plans of an Education, Health & Care Plan where the Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

i. Looked after children and 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). Such students will be given top priority before the oversubscription criteria is applied.

ii. Admission of pupils whose siblings currently attend Dashwood Banbury Academy and who will continue to do so on the date of admission; (for this purpose "sibling" means a whole, half or stepbrother or - sister resident at the same address)
iii. Children of staff employed by The Aspirations Academy Trust for two or more years at the time at which the application for admissions is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
iv. Remaining places will be allocated by the distance from the Academy. Pupils closest by drawing a straight line from the address point seed set by Ordnance Survey to the Academy will be considered first.

Pupils with Disabilities
Children with disabilities will be treated no less favourably than other applications for admission. The definition of disability is that contained within the Disability Discrimination Act (amended). Dashwood Banbury Academy will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

Notification of Places
At the beginning of April preceding the intended admission date (September) the Local Authority sends letters/email to parents offering a place at the Academy. At this point the Academy will carry out a second proof of address check on all pupils offered a place at the Academy. **The Academy will confirm the Local Authority offer on the basis that a valid proof of residency has been supplied**.

Operation of 'continued interest' lists
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 places than there are places available, a waiting list will operate until the end of July following the admission date. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels
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 Code of Practice on School Admission Appeals 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 Code of Practice on School Admission Appeals and is binding on all parties. The Academy will provide guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Academy (In-Year Admissions)
Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available then the following procedure will be applied:

After the admission of pupils with an Education, Health & Care Plan where the Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

I. Looked after children and 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). Such students will be given top priority before the oversubscription criteria is applied.
II. Admission of pupils whose siblings currently attend Dashwood Banbury Academy and who will continue to do so on the date of admission; (for this purpose "sibling" means a whole, half or stepbrother or - sister resident at the same address)
III. Children of staff employed by The Aspirations Academy Trust for two or more years at the time at which the application for admissions is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
IV. Remaining places will be allocated by the distance from the Academy. Pupils closest by drawing a straight line from the address point seed set by Ordnance Survey to the Academy will be considered first.

Parents whose application is turned down are entitled to appeal.

Fair Access Admissions
Dashwood Banbury Academy will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Primary Schools will also be given consideration as part of the adherence to the School Admissions Code.

PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation
Dashwood Banbury Academy will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.

The Consultation Period will last for a minimum period of eight weeks, between 1st November and 1st March of the year before the arrangements are to apply.

The Academy will consult by 1st November:

Parents of children between the ages of two and eleven;
- other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions;
- All other admission authorities for primary and secondary schools located within the relevant area;
- Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

Determination and publication of admission arrangements
Dashwood Banbury Academy will determine its admission arrangements by 15th April every year, even if they have not changed from previous years.

Publication of admission arrangements
Dashwood Banbury Academy will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website for the whole offer year (the academic year in which offers for places are made). The Academy will also send a copy of the full, determined arrangements to the Local Authority as soon as possible before 1st May.

Representations about admission arrangements
Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Schools Adjudicator by 15th May. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. The Academy will provide all the information that the local authority needs to compile the composite prospectus no later than 8th August, unless agreed otherwise.

Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Proposed changes to admission arrangements by the Academy after arrangements have been published
Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 16 above of the proposed variation and must then apply to the Schools Adjudicator setting out:

a) the proposed changes;
b) reasons for wishing to make such changes;
c) any comments or objections from those entitled to object.

Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.

Appendix 1

Deferred / part time / summer born delayed admission

Deferred Admission

Parents can choose to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Principal to arrange the deferred admission.

The table below shows the options available:

Children with their fifth birthday between **1 September and 31 December** (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until **January** – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between **1 January and 31 March** (spring born)	Compulsory school age from the following April: A school place will be available from the September but can be deferred until **January or April** – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between **1 April and 31 August** (summer born)	Compulsory school age from the following September **(which is then year 1 and not reception)**: A school place will be available from the September but can be deferred until **January or April** – the school place will be held once parents have agreed this with the school.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception).

Part time Admission

Parents can choose to send their child to school on a part time basis. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.

Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Principal to arrange the part time admission.

Delayed Admission – summer born

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted outside of their normal age group – to reception rather than Year 1.

A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so (use document type – out of cohort).

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Principal. They should also read the Department for Education's advice for parents.

Child can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- The parents' views
- Recent information about the child's academic, social and emotional development
- Recent medical history and the views of 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 views of the Principal will be an important part of this consideration. WE may also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- Whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- Whether the child's physical maturity places them in a position of being developmentally different from their peer group
- Whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at the school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.