Admissions Procedure 2027-2028
The Bicester School

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1. Aims

This policy aims to:

- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children (as defined in the Children Act 1989) 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.

4. How to Apply

4.1 How to apply for a place in Year 7

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the school is in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

The Year 7 Pupil Admission Number (PAN) will be 240.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a 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 headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed the following admission numbers:

- 240 pupils for entry in Year 7
- 30 pupils for entry in Year 12 from external applicants -Total PAN for Year 12 is 150 students

6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Children who have strong medical or social grounds for admission (see definition of social medical grounds below)
3. Children who live in the designated area with a brother or sister on roll at the time of application who will still be attending at the time of entry. However, if there are more applicants than places in category 3 priority will be given, within this group, to those children who live closest to the school by the nearest

designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.

4. Children who live in the designated area who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.
5. Children living outside the designated area who have a sibling on roll at the time of application who will still be attending the preferred school at the time of entry.
6. Children who attend one of the following schools

    Brookside Primary School, Bicester
    Bure Park Primary School, Bicester
    Chesterton CE Primary School
    Five Acres Primary School, Ambrosden
    Fritwell CE Primary School
    King's Meadow Primary School, Bicester
    St Edburg's CE Primary School, Bicester
    St Mary's Catholic Primary School, Bicester
    Southwold Primary School, Bicester

7.Other children who do not meet any higher criterion. If there are more applications than places, priority will be given to those children who live closest to the school by the shortest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.

6.3 Definitions

Sibling
Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carers(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings.

Home address
The home address is the permanent address of the parent/carer(s) and their child. That is taken to be the address of the parent/carer who is statutorily responsible for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week.

Strong Medical/Social Grounds
Children with a chronic medical condition or strong social grounds which is fully supported by written confirmation from the professional person involved in the case, and which states that The Bicester School is the only school that the student can attend because of the medical or social reasons.

Multiple Births
In the event that it is possible to offer a place to one child and not others the Governing Body would agree to allocate additional places beyond the admission number to accommodate children of multiple birth. In these circumstances, in the event of vacancies occurring after allocation day The Bicester School Admissions Policy and Arrangements for the Academic Year Governing Body would not allocate any further places until the number is below the published admission number.

6.4 Waiting Lists
After 1 March a 'waiting list' will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the over-subscription criteria. Positions on the waiting list may go up or down due to student withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Children who are the subject of a direction by the local authority to admit or who are allocated to the school in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

6.5 Tie break
In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This will be by supervised drawing of lots, carried out by at least two independent people.

7. In-year admissions
The Bicester School is part of the coordinated in-year admissions process for Oxfordshire.

Applications for entry to year groups at the school (Years 7 to 11) to start during the academic year, can be made at any time.

Applications can be made via Oxfordshire County Council's website:
https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/transferring-or-moving-school

Applications received by each "closing date" will be considered during the following 10 school days. In most cases the admissions authority would aim to respond to applications by the Thursday, 10 school days after the "closing date".

The last date for which an application can be accepted for immediate entry during each academic year will be the last Thursday in June of that academic year.

It is possible to apply in advance of an intended start date. However, in-year applications can be made no more than six weeks before the requested entry date if this is not the beginning of a school term or half-term or from the beginning of the half-term prior to the requested start date (at the earliest).

Usually, places will be offered if there are places available in the year group (the number of children in the year group is less than the Published Admission Number for the school). Where the Admission Number has changed since that particular year group joined the school, the previous Admission Number may be used. Sometimes, it will not be possible to offer places even though there are fewer children in the year group than the Admission Number because the school has had to organise in such a way that the admission of a further pupil would cause prejudice to the efficient education of the children already there.

If a place is available in the appropriate year group and there are fewer applications for places than places available, all applicants will be offered a place regardless of home address and distance from home to school.

If there are no places available in the appropriate year group, no applicants will be offered a place.

If a place is available in the appropriate year group but there are more applications for places than places available, the over-subscription criteria (found above in section 6) will be applied and those child(ren) with the highest priority under the criteria will be offered place(s).

When a place is offered, a child is expected to start as soon as possible, unless the place has been offered during the previous term for a start at the beginning of the following term. In this latter case, the child is expected to start no later than the beginning of the term requested.

The full scheme is published on Oxfordshire County Council's public website.

8. Appeals

There is a statutory right to an admission appeal should a child be refused a place at The Bicester School. Reasons for the decision to refuse admission will be provided together with information on the appeals process. Any appeal will be heard by an independent admission appeal panel.
www.oxfordshire.gov.uk/schoolappeals

9. Entry to Post 16

- The Bicester School will apply a minimum criterion in relation to academic entrance requirements for admission. The Bicester School prospectus will contain minimum entry requirements for each pathway and course.

  When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

  When there are more applicants that satisfy the minimum academic entrance requirements than the number of post-16 places available and after the admission of pupils with Education Health Care Plans where The Bicester School is named on the statement (and who meet the minimum academic entrance requirements), the criteria will be applied in the order of the oversubscription criteria set out in Sections 6 above for external applicants.

- Applications for entry must be sent to The Bicester School to arrive by 1 February (prior to admission in September). Applications received after this deadline will be considered if space is still available or if space subsequently becomes available at a later stage in the admissions and enrolment process.

- There will be a right of appeal to an Independent Appeals Panel for internal pupils or their parents refused transfer and external applicants (child and/or parent) refused admission but where both child and parent appeal, the appeal will be heard together.

9.1 Internal Students

The Bicester School welcomes applications from internal students who will have attended Year 11 during the previous academic year. These students have priority over external students.

9.2 External students

External students Applications from those not attending the school will be accepted. The Published Admission Number will be 30, but more places may be available subject to the take-up by internal applicants. External students will be offered a place on the courses they wish to take, provided there are spaces available and they have met the specified academic requirements. When applicants can be offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

9.3 Appeals

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Unsuccessful applicants may appeal for a place.

Parents or young person (6th form) wishing to appeal should write to the school stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, The Bicester School, or emailed to clerk@alet.org.uk

Appeals will be heard by a panel which is independent of The Bicester School and their Local Governing Committee. Where the offer of a place is conditional upon the results of the minimum academic entry requirements depending on what they are progressing to (see website and prospectus for minimum entry criteria), appeals will be heard within 30 school days of confirmation of those results. Where the offer of a place is not conditional upon these results, appeals will be heard within 40 school days of the deadline for lodging appeals.

10. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.