



# Admissions Policy 2022/23

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<b>Author:</b>	C LeCouteur-Kelly	<b>Next review date</b>	October 2021
<b>Owner:</b>	G Kinneir		
<b>Approved by:</b>	G Kinneir (DoBS)		

## Melksham Oak Community School - Admissions Procedures for Year 7 September 2022

*NB: A revised School Admissions Code is anticipated in the early part of 2021; changes may be required to this policy before or after the date of determination.*

Students are admitted at age 11 without reference to ability or aptitude. The proposed admission limit of children aged 11 for the academic years commencing on **1st September 2022** will be 300.

Applications must be made online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk), or by completing Wiltshire Council's Secondary Common Application Form (SCAF) and returned to **The School Admissions Team, County Hall, Trowbridge, Wiltshire, BA14 8JB** by **31 October 2021** in order to be considered in the normal admissions round.

All applications must be made through Wiltshire Council's agreed admissions scheme, outlined in brief below:

- Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available from **1 September 2021** up until the deadline of **31 October 2021**.
- There will be a standard written application form known as the Secondary Common Application Form (SCAF). This form must be used to apply for the admission of pupils, into the first year of secondary education in the specified year, unless an online application has been submitted.
- Unless an online application has been made, the SCAF must be used as a means of expressing one or more preferences by the parent wishing to apply for a school place for their child (either within or outside the county).
- The deadline date for applications is **31 October 2021**. All completed SCAFs are to be returned directly to the LA by the deadline date. Any Secondary Common Applications Forms which are incorrectly returned to schools must be forwarded to the LA to be submitted by the deadline. Forms returned to schools and not received by the LA by **31 October 2021** will be treated as late applications.
- The LA will send out an acknowledgement of receipt for each SCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement with 15 school days of posting their paper application.
- On **1 March 2022** (National Offer Date) letters will be despatched to all parents who submitted an application form by **31 October 2021** offering a place at one school. Unsuccessful applicants will be informed by the School of their position on the waiting list.
- **15 March 2022** the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority. If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by **15 March 2022**, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

- **Second round applications**, i.e. those received between **1 November 2021** and **9 March 2022** for the YR 7 Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

### Over-subscription

When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

A child who has a statement of special educational needs or Education, Health and Care Plan is required to be admitted to the school named on the child's statement.

1. A looked after child or previously looked after child, and those that have been in state care outside of England.  
A looked after child or a child that was previously looked within England and outside of England, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)  
*This change will be introduced for children that appear to be looked after outside of England only as a mandatory requirement under a revised School Admissions Code 2021. We anticipate that the Code will be revised in spring 2021. If the revision comes into force before this policy is determined, it will be included. If the revision comes into force after determination, it be absent from the policy and will be added when it is required.*
2. Any child who has a sibling attending Melksham Oak Community School at the same time as he or she is due to be admitted.
3. Any child attending a designated feeder school prioritised by
  - a) Those living in the catchment area,
  - b) Those living outside of the catchment area:
    - Aloeric Primary School, St Michaels Road, Melksham, SN12 6HN
    - Bowerhill Primary School, Halifax Road, Melksham, SN12 6YH
    - Forest and Sandridge Cof E Primary School, Cranesbill Road, Melksham, SN12 7GN
    - River Mead Primary School, Lowbourne, Melksham, SN12 7ED
    - Seend Cof E VA Primary School, School Road, Melksham, SN12 6NJ"
    - Shaw Cof E Primary School, Corsham Road, Melksham, SN12 8EQ
    - St George's Cof E Primary School, Pound Lane, Semington, Trowbridge, BA14 6LP
    - St Mary's Broughton Gifford VC Cof E Primary School, The Street, Melksham, SN12 8PR
    - The Manor Cof E VC Primary School, Ruskin Avenue, Melksham, SN12 7NG
4. Any child of a staff member employed by TWHF for at least 2 years can apply for a TWHF School that is within the area of the child's home address. Or a staff member who will meet a clear national skills shortage, for example Maths Teacher (please complete Appendix 1 – Supplementary Information)
5. Children living within the Melksham Oak Community School catchment area not attending a designated feeder school.
6. Children attending a White Horse Federation Primary school at the point of application.
7. Children other than those falling into category 1-6 above.

### **Tiebreaker**

If there are more applicants which meet a criterion than there are places remaining, priority will be given within that criterion to children who live nearest to the school based on distances supplied by the LA. These will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots (random allocations)

### **Late applications**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent.

### **In Year Admissions**

For admissions during and from 2022-23, as per the local authority co-ordinated scheme for admissions, all applicants applying for any school place must complete an application form which should be returned directly to the Local Authority and not the school. The applicant may or may not live in Wiltshire. Forms can be obtained by calling Customer Services at Wiltshire Council (01225 713010) or by going to the website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

### **Waiting Lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust 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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

A letter requesting an appeal should be sent to The Clerk to the Governors, Melksham Oak Community School, Bowerhill, Melksham, SN12 6QZ

## Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

## Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

## Children of Staff

Staff are defined as employees being on the permanent payroll of The White Horse Federation for two years. The completion of a supplementary form is required for consideration under this oversubscription criteria. (See Appendix 1

## Policy on entry into the Sixth Form

Each application to the Sixth Form is considered on its individual merits, however the basic admission requirement is a minimum of 5 GCSE passes (or the equivalent) at grade 4 or above, from at least 4 subjects. Some courses also require specific GCSE grades (e.g. to take A Level Mathematics a grade 6 in GCSE Mathematics is a requirement, although 7 or above is more realistic for students who wish to go on to A2 studies). Such specific course requirements are clearly stated on the relevant subject page in the Sixth Form Prospectus.

## Appendix 2 - Supplementary Information Form

**Melksham Oak Community, Bowerhill, Melksham, Wiltshire, SN12 6QZ**

**Tel: 01225 792700 Email: [admin@melkshamoak.wilts.sch.uk](mailto:admin@melkshamoak.wilts.sch.uk)**

### Admission to Secondary School 2022-2023

This form should be completed if applying for consideration of a place in Year 7 for 2022- 23 academic year and wish to be considered under the criteria 3 (Section 4)

**Any child of a staff member employed by The White Horse Federation for two or more years at the time at which the application for admission to the school is made.**

Please complete the following and return to email address above.

Name of Child for which application is being made	
Date of Birth	
Address	
Name of Parent employed at the school	
Capacity in which employed	
Date employment began	

Signed ..... Date .....

This form should be returned to the school by 31st October 2021.

This form should be completed in addition to the Local Authority application form which must be completed in order for the request to be valid.

<b>Office use only</b>	
Date Received :	
Criteria confirmed:	