



# Admissions Policy 2023-2024

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## **Admissions Policy Contents**

### **Admissions Policy for Admission 2023-2024**

#### **Policy**

<b>1. Admissions Procedures for Year 7 September 2023</b>	<b>3</b>
<b>2. Oversubscription criteria</b>	<b>4</b>
<b>3. Definitions and Details</b>	<b>5</b>
<b>4. Admission to children outside the Normal Age Group</b>	<b>7</b>
<b>5. Waiting Lists</b>	<b>7</b>
<b>6. Appeals</b>	<b>7</b>
<b>7. Applications at other times of the year (In Year Transfers)</b>	<b>8</b>
<b>8. Entry to Sixth Form</b>	<b>8</b>
<b>9. Compliance with Parental Preference</b>	<b>8</b>

<b>Appendix 1 - Supplementary Information Form</b>	<b>9</b>
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## **Melksham Oak Community School** **Admissions Policy for Admission 2023 / 2024**

Melksham Oak Community School is a large 11-18 community school where children of all abilities, aptitudes and social backgrounds are nurtured, encouraged and challenged to achieve their best. Our core values are Respect, Ambition and Pride.

### **1. Admissions Procedures for Year 7 – September 2023**

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 1<sup>st</sup> September 2023 will be 300 students. Wiltshire County Council (WCC) must receive applications by the **31<sup>st</sup> October 2022**.

All applications must be made through WCC co-ordinated admissions scheme; full details of this can be found on their website at:

[www.wiltshire.gov.uk/schools-learning-admissions-applying](http://www.wiltshire.gov.uk/schools-learning-admissions-applying)

In brief, the scheme is outlined below:

- Parents will be able to make an online application. The online facility will be available from **1 September 2022** up until the deadline of **31 October 2022**.
- A standard written application form known as the Secondary Common Application Form (SCAF) can be used to apply if parents/carers are unable to apply online. To obtain an SCAF, parents/carers should call WCC customer services team on 01225 713010 to request an SCAF to be sent to the home address.
- 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 preference 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 2022**. All completed SCAF's are to be returned directly to the WCC at the address on the SCAF, by the deadline date. Any SCAF's which are incorrectly returned to schools must be forwarded to WCC to be submitted by the deadline. Forms returned to schools and not received by WCC by **31 October 2022** will be treated as late applications.
- WCC will send out an acknowledgement in receipt for each SCAF and all online applications. Applicants will be advised to contact WCC if they have not received an acknowledgement within 15 school days of posting their paper application.
- On **1 March 2023** (National Offer Date) if you applied online you will be able to log into your portal account to view the outcome of the application. If you applied using the SCAF, letters will be posted out on National Offer day, so the decision letter will be received a few days after the National Offer date of the 1<sup>st</sup> March. Unsuccessful applicants will be informed by the school of their position on the waiting list.

- The deadline for parents to accept the place offered is **15 March 2023**. 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 WCC. If the parent does not respond to WCC to confirm if they wish to accept or decline the offer by 15 March 2023, WCC 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 2022** and **9 March 2023** for the Yr7 intake round will not be considered until after all first round on time applications have been processed. Second round application 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.

## **2.Oversubscription Criteria**

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 pupils to admit:

The oversubscription criteria are as follows:

**A child who has a statement of special educational need or an Education Health and Care Plan is required to be admitted to the school names on the child's statement.**

### **Priority 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 (90) 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 function (see the definition in Section 22(1) of the Children Act 1989)

### **Priority 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.

90 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 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)

### Priority 3

Any child attending a designated feeder school prioritised by:

- a) Those living in the catchment area.
- b) Those living outside the catchment area

### Priority 4

Any child of a member of staff employed by The White Horse Federation for two or more year at the time of application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. The family unit must live within the Local Authority area for the school being applied for. This includes step children, foster children and children of co-habiting partners. (Please complete a supplementary information form – appendix 1)

### Priority 5

Children living within the Melksham Oak Community School catchment area not attending a designated feeder school.

### Priority 6

Any child attending a White Horse Federation Primary School at the time of application.

### Priority 7

Children other than those falling in 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 and these will measure the straight line distance using the Ordnance Survey eastings and northing for 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 allocation).

## 3. Definitions and Details

### Students with Education, Health and Care Plan (EHCP)

Pupils with an Education, Health and Care Plan (EHCP) at the time of allocation are required to be admitted to the school named on their plan. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Special Educational Needs Assessment Team (SENAT) at which point this policy no longer applies.

### Child Looked After

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 (90) 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 function (see the definition in Section 22(1) of the Children Act 1989)

## Siblings

Sibling refers to a natural brother or sister, a half brother or sister, a legally adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. To be classed as a sibling, the child must be living at the same home address and attending the same school at the same time as the sibling.

## Feeder Schools

We have a strong curriculum and sporting links with the following local Primary Schools and give priority to applications from children who attend them:

Priority will be given in Oversubscription criteria 3 to children who attend the following schools:

Aloeric Primary School	Bowerhill Primary School	Forest and Sandridge C of E Primary School
River Mead Primary School	Seend C of E VA Primary School	Shaw C of E Primary School
St George's C of E Primary	St Mary's Broughton Gifford VC C of E Primary School	The Manor C of E VC Primary School

## Children of Staff

Children of staff are defined as employees being on the permanent payroll of The White Horse Federation as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes step children, foster children and children of co-habiting partners living as a family unit. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 1)

## The White Horse Federation (TWHF)

As part of the Federation, Melksham Oak Community School & 6<sup>th</sup> Form also gives priority to those children attending a White Horse Federation Primary School at the point of application.

## Supplementary Information Form (SIF)

A Common Application Form (CAF) must be completed by all parents applying for admission to Year 7. All parents who list their preferred schools on the Local Authority/s CAF are regarded as having made a valid application. A Supplementary Information Form (SIF) is attached to this policy (Appendix 1) and must be completed for children applying under priority 4 of the admissions criteria.

## Parents / Carers

A parent is any person who has parental responsibility for or is the legal guardian of the child.

## Home Address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility for part of the 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, the 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.

## Late Applications

All applications received by the LA after the deadline will be considered to be a late application. 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.

### 4. Admission of children outside their normal age group

The School considers carefully requests for admission outside a normal age group and makes a decision based on the circumstances of each individual case. The circumstances may for example involve the exceptionally high level of ability of a child, or personal or medical circumstance that have necessitated a student missing all or part of a year of education. For further information, please follow the link to WCC policy for Delayed and Deferred Admissions:

[www.wiltshire.gov.uk/media/5176/Delayed-and-deferred-entry-to-school-information-for-parents-and-carers/pdf/Delayed\\_and\\_deferred\\_entry\\_to\\_school\\_-\\_information\\_for\\_parents\\_and\\_carers.pdf?m=637423299350030000](http://www.wiltshire.gov.uk/media/5176/Delayed-and-deferred-entry-to-school-information-for-parents-and-carers/pdf/Delayed_and_deferred_entry_to_school_-_information_for_parents_and_carers.pdf?m=637423299350030000)

### 5. 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 re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### 6. 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.

If parents wish to appeal, they should indicate online (when the offer is received) and also contact the school directly to lodge the appeal in writing. The letter should be sent The Clerk to the Governors, Devizes School, The Green, Devizes, Wiltshire, SN10 3AG

## **7. Applications at other times of the year (In-Year Applications)**

For the academic year 2023/24, TWHF will use Wiltshire County Council (WCC) as its agent to process application for in year admissions. Applications to be admitted to a Melksham Oak Community (Yr 7-11) outside of the normal admissions rounds can be made directly to WCC. On receipt of an in-year application, WCC on behalf of TWHF will process the application within the timescales published in their co-ordinated in year admissions scheme, in accordance with the oversubscription criteria and Published Admission Number. WCC, on behalf of TWHF will notify the parent/carer and the school of the outcome by a decision letter. Parents/carers applying for places in an oversubscribed year group will be informed of their right of appeal.

All applicants must complete an application form which should be returned to WCC and not to the school. Applications can be made online by downloading a form via the link below, or a paper copy can be obtained by calling Customer Services at WCC on 01225 713010

For further information on the co-ordinated scheme, please find attached a link to the relevant policy, see page 13 for specific details relating to In Year Admissions.

[www.wiltshire.gov.uk/schools-learning-admissions-applying](http://www.wiltshire.gov.uk/schools-learning-admissions-applying)

In-Year Applications to the Sixth Form should be made directly to the school and can be addressed to the Head of Sixth Form, Melksham Oak Community School, Bowerhill, Melksham, Wiltshire, SN12 6QZ

## **8. Entry to 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 5 subjects. Some courses also require specific GCSE/Level 2 grades; such specific course requirements are clearly stated on the relevant subject page in the Sixth Form Prospectus.

## **9. Compliance with Parental Preference**

As an Admissions Authority the school is subject to the requirement to comply with parental preference except where:

- To admit the child would prejudice the provision of efficient education or the efficient use of resource.
- The child has been permanently excluded from two or more schools and the last of those exclusions was less than two years ago.



## **Appendix 1 - Supplementary Information Form**

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

**Tel: 01225 792700**

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

### **Admission to Secondary School 2023-24**

This form should be completed if applying for consideration of a place in Year 7 for the 2023-24 academic year and wish to be considered under priority 4.

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

Please complete the following and send to the above email address.

Name of child for which application is being made for:	
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 at the above address or by email by 31<sup>st</sup> October 2022.

This form should be completed in addition to the LA's application form which must be completed in order for the request to be valid.

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