

Gillotts

Proposed Admissions Arrangements for the Year Commencing September 2020

Section I – General principles

Gillotts is an 11-16 mixed comprehensive school and the only secondary school in Henley-on-Thames, Oxfordshire.

The main principle of admission to Gillotts is to maintain the character of the school as a comprehensive school, providing for the needs of young people within the 11-16 range, who live in Henley-on-Thames and the surrounding areas defined below or attend the listed partner primary schools. There is no guarantee of a place for children living in our priority admission area or who attend one of the partner primary schools.

Admission to our school is not dependent on any 'voluntary' contribution.

Pupils will be admitted at the age 11+ without reference to ability or aptitude. The Published Admission Number (PAN) for September 2020 will be 180.

The school participates in the Local Authority (Oxford County Council) co-ordinated scheme and all deadlines within that should be adhered to by applicants. The school follows the current published LA admission arrangements for Years 7 to 11 at community and voluntary controlled secondary schools and these comply with the School Admissions Code 2014.

Date approved: tbc

Next review date: December 2019

Section 2 – Definitions and details

School's designated area – 'catchment' area

Our designated area is the town of Henley-on Thames and the surrounding villages. To find out if Gillotts is your catchment school, visit www.oxfordshire.gov.uk/localview and enter your postcode. If you do not have access to a computer, please contact the school.

Partner primary schools

Our partner primary schools are:

Badgemore School
Hop Gardens, Henley-on-Thames, RG9 2HL
Tel: (01491) 575665

Sacred Heart Catholic Primary School
Henley-on-Thames (VA)
Greys Hill, Henley-on-Thames, RG9 1SL
Tel: (01491) 572796 Fax: (01491) 413838

Shiplake Church of England School (VA)
Memorial Avenue, Shiplake,
Henley-on-Thames, RG9 4DN
Tel: (01189) 402024 Fax: (01189) 406130

Trinity Church of England Primary School (VC)
Vicarage Road, Henley-on-Thames, RG9 1HJ
Tel/Fax: (01491) 575887

Valley Road School
Valley Road, Henley-on-Thames, RG9 1RR
Tel: (01491) 573784 Fax: (01491) 637776

Sibling

For admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, step brother or step sister who will be resident at the same address at the time of entry.

In the case of twins and children from multiple births, where the parent has made the same preferences of school and through the normal operation of the admission arrangements the last available place at a school has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will be offered a place at that school. This means that in these circumstances the Published Admission Number would be exceeded.

Home address

Proof of residence may be required by the LA co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met. Where a child lives part of the week with one parent and part of the week with another parent, the home address for the purposes of this admissions policy will be the address at which the child spends the majority of term-time school nights. School nights are Sunday, Monday, Tuesday, Wednesday and Thursday nights. If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility.

If parents cannot agree on the schools to list on the application form and submit separate applications we will only consider the application made by the parent who receives Child Benefit for that child. If a parent is unhappy with this decision their only recourse would be to seek an order from the Court.

Section 3

Over subscription criteria

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan naming the school will be admitted. In addition those children who have a Statement of Special Educational Needs that names a particular school in Part 4 of that Statement will also be admitted to that school. These children will count towards the Published Admission Number but are not part of the normal admissions process.

In the event that there are more applications than places, children will be ranked and places will be offered under the following oversubscription criteria in descending order of priority.

1. Children who are looked after 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 child arrangements order or special guardianship order).
2. Children who appear to Gillotts School to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. 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 Equality Act 2010.
4. Children who attend one of the partnership primary schools (listed above) for Gillotts School and live in the designated area and have a brother or sister in Years 7 to 10 at the school at the time of application who is expected still to be attending the school at the time of admission.
5. Children who live in the designated area and have a brother or sister in Years 7 to 10 at the school at the time of application who is expected still to be attending the school at the time of admission.
6. Children who attend one of the partnership primary schools (listed below) for Gillotts School and live in the designated area.
7. Children who live in the designated area.
8. Children who attend one of the partnership primary schools (listed below) for Gillotts School and live outside the designated area and have a brother or sister in Years 7 to 10 at the school at the time of application who is expected still to be attending the school at the time of admission.
9. Children who live outside the designated area and have a brother or sister in Years 7 to 10 at the school at the time of application who is expected still to be attending the school at the time of admission.
10. Children who attend a partner school, and live outside the designated area. If there are more applications than places 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 Directorate for Children, Young People & Families’ Geographic Information System.
11. Those children who do not meet any of the above criteria. If there are more applications than places 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 Directorate for Children, Young People & Families’ Geographic Information System.

Tie-breaker - Random allocation

If the distance “tie break” produces an identical result for two or more applicants then Gillotts will use random allocation to determine who will be offered a place.

Continued interest lists

Parents will be able to place their children's names on the continued interest list for Gillotts. The position of the child on the list will be determined according to the oversubscription criteria and so a child can move up or down the list.

For those applying through the normal admissions round for Year 7 the continued interest lists will be maintained from shortly after initial allocation in March to 30 June of the academic year of entry.

In the case of those applying in year the continued interest lists will be maintained for one academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on 30 June of that academic year.

Admission to an older or younger age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

Any decision will be made on the basis of the circumstances of each case. This will include:

- taking account of the parent's views;
- any information about the child's academic, social and emotional development;
- whether they have previously been educated out of their normal age group;
- the views of the head teacher.

When informing a parent of the decision on the year group to which their child should be admitted, we will give clear reasons for the decision. Where it has been agreed that a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be:

- processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- considered against the determined admission arrangements only, including the application of oversubscription criteria where applicable.

We will not give a lower priority on the basis that the child is not of the correct age.

Parents' statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school but it is not in their preferred age group. In addition if the request to be admitted to a different year group has not been accepted and a parent then appeals for a place for their child any appeal that is heard would relate to the child's normal age group, i.e. the appeal would not be for admission to the requested year group.

In year admissions

Admissions for entry outside of the normal admissions round will be dealt with in accordance with this policy.

Gillotts participates in Oxfordshire County Council's co-ordinated In Year Admissions Scheme. It covers all admissions for entry outside the normal admissions round. Offers or refusals will be determined by the Governing Body but will be communicated by the LA. The LA's Common Application Form (Secondary In Year) will be used for all in year admissions.

Fair access protocol

The Fair Access Protocol is part of the admission arrangements of Gillotts School because it has adopted the same admission arrangements as community schools.

Appeals

If you are not offered a place at our school you have the right to appeal to an independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school lower on their preference list than Gillotts. Please ensure that these are headed with the school name and address and are returned to the Clerk to the Governing Body at the school. The closing date on the appeal application form must be adhered to. If you are in any doubt please contact the school and we will send you appeal forms.

Fraudulent applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, we may withdraw the offer of the place.