



Excalibur Academies Trust

Admission Policy for John O'Gaunt School

2018/2019

October 2016

Introduction

Excalibur Academies Trust (the Admissions Authority) is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 3-19.

The students of the Academies in the Trust and their communities are of paramount importance. Whilst we would like to accept every student who applies, this is not possible if we are to preserve the high educational standards and opportunities that are our hallmark. The Trust's Admission Authority therefore applies strict Oversubscription Criteria to all applications reflecting this.

John O'Gaunt, a secondary school located in Hungerford, Berkshire joined Excalibur Academies Trust during the 2016/17 academic year. The OverSubscription Criteria for John O'Gaunt School as detailed in the West Berkshire 2017/18 Admissions Policy will remain in place for the 2018/19 academic year, although the Admissions Authority is Excalibur Academies Trust.

John O'Gaunt School

Age Group: 11-16

Address: Priory Road, Hungerford, Berkshire, RG17 0AN.

Telephone: 01488 682400

Fax: 01488 681283

E-mail: office.jog@johnogauntschool.co.uk

Website: : www.johnogauntschool.co.uk

Admission Number Year 7: 120

Applications

The Trust is the Admission Authority for all Academies in the Trust and it participates in the [West Berkshire Coordinated Admissions Scheme](#); all Applications for Normal Entrance to John O’Gaunt School and all in-year admissions and transfers should be submitted via the West Berkshire Council Coordinated Admissions scheme¹.

A. Applications for Normal Entrance to an Academy

Children will start Secondary Education in the academic year they have their twelfth birthday (they will be eleven on 1st September in the year of entry).

There are NO automatic entries from a Primary School into Secondary, nor from Secondary into Sixth Form and there is NO automatic offer of a Sibling place (a place for a brother or sister). Therefore an application must be made for a school place for each child.

Application forms are available from the Local Authority. The closing date for receipt of applications by the Local Authority is midnight on the National Deadline date for Secondary Academies: 31st October 2017. Any application received after the National Deadline will be treated as a Late Application.

The Admission Authority will determine and publish how many children it will admit into Year 7 in September – this is the PAN (Published Admission Number) for that year group. Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the Academy and the Local Authority will be informed. Parents/carers will be notified of the outcome of their application by the Local Authority, which will be posted on the National Offer date: for Secondary Education 1st March 2018. Offers for a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

Admission of children outside their normal 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. Such Applications will be considered on the basis of the circumstances of each case. Parents have a statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Right of Appeal

If an Application is not successful, the applicants have the right to appeal against the decision to an independent panel. Appeals should be made within 20 school days and addressed to the Appeals Clerk % the Trust’s Admission Authority at admissions@excalibur.org.uk.

Waiting Lists

When an Application has been unsuccessful, a child’s name will be added to a Waiting List for the relevant Academy held by the Admission Authority. Children on the Waiting List are ranked in order with reference to the Oversubscription Criteria. The position on a list will be determined by applying the Oversubscription Criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the Oversubscription Criteria. Waiting lists for all year groups will close on the last day of the 2018/19 academic year - at which time they will be cleared. Places that become available will not be offered to children who are not on the relevant waiting list. Offers will be made when a place becomes available. If your child is offered a place from a waiting list then you must accept or decline the place within 10 working days of the date of the offer.

¹ Except for applicants outside Berkshire, who need to apply through their local council.

All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant. A fresh application can be made for a place for the next academic year group but this will not be considered before 1st May 2019.

B. Other Applications (Years 7 and 8 to 11)

Applications for a school place which are not for Normal Entrance into the Academy or which are Late Applications (Applications which were submitted after the National Deadline) are determined as follows:-

- a. Immediate Admission** - applications for an immediate start, e.g. moving into the Catchment Area of an Academy by transferring from another school. The Application should in the first instance be made to the Local Authority who will pass the application on to the Admission Authority. The application will be considered by the Admission Authority using the Oversubscription Criteria as specified in this Policy. Notification of the outcome will usually be made within 20 school days of the Admission Authority receiving the application from the Local Authority.
- b. Future Admission** - applications for admission at a future date. The application should in the first instance be made to the Local Authority who will pass the application to the Admission Authority. The application will be placed on the waiting list for the year group applied for. They will be considered by the Admission Authority using the Oversubscription Criteria in this policy at the earliest date they are eligible for consideration which is one traditional term (3 per year) in advance of the requested admission date.

If admission is refused, parents have the right to appeal as detailed above in the 'Application for Normal Admission to an Academy' section. The parent may also wish to put the child on the Academy's waiting list.

Oversubscription Criteria

The Criteria are listed below in the priority order applied to Applications when there are more Applications than available places.

Priority will be given within any of the below oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

- 1. 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 immediately following having been looked after.
- 2. Children who have exceptional social or medical needs**, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

All children whose Statement of Special Educational Need or Education, Health Care Plan that names a school must be admitted.

- 3. Catchment area pupils:** where necessary, priority will be given to siblings in catchment.
- 4. Siblings:** of pupils on roll and who will continue to be on roll in the following academic year.
- 5. All other applicants**

Academy Application and Admission Timelines

Secondary

See the Local Authority website.

- **31st October 2017 midnight** - National Secondary Deadline – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received; if confirmation is not received; parents/carers must follow up with the Local Authority to ensure the Application has been received and will be processed.
- **1st March 2018** - National Secondary Offer date – the Council will post notification letters to the Applicants.
- **15th March 2018** midnight – Offer Acceptance Deadline – the deadline for parents to accept the place offered. Parents will be asked to respond to the relevant Academy directly. If they do not respond by this date it will be assumed that the place offered has been declined.
- **1st September 2018** - Normal Entrance Admission date – on or after.

Glossary and Definition of Terms

Adopted - This includes children who were adopted 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).

Catchment Area - The address which determines whether a child lives in the Catchment Area of the School, is the place where he or she is ordinarily resident at the deadline for applications and will continue to do so when the child is admitted.

The Catchment Area has been inherited from West Berkshire Council's 2017/18 School Admission Guide and is illustrated as a map [Catchment Map](#) covering part or all of the wards and/or parishes of the following areas: Coombe, East Garston, Fawley, Gt Shefford, Hungerford, Kintbury, Lambourn, Lower Green.

Final Year - The Final Year of a secondary school is year eleven.

Looked After Children - 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) at the time of making an application to a school.

Sibling - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Note there is no guarantee that a younger Sibling will obtain a future place in the same school as his or her brother or sister.

Tie Breaker - When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots), except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN).