

# **MAGDALEN COLLEGE SCHOOL**

## **ADMISSION ARRANGEMENTS 2026/2027**

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## Admission Arrangements

### 1. Aims

These admissions arrangements aim to:

- Explain **how to apply** for a place at Magdalen College School
- 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

These admissions arrangements are based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

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](#).

### 3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Year 7), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (01 March or the next working day).

### 4. Allocation of places

#### 4.1 Admission number

Magdalen College School has an agreed Published Admission Number (PAN) of 240 children for entry in Year 7.

Places will first be allocated to children who have an Education, Health Care (EHC) Plan that names the school as offering the appropriate provision.

#### 4.2 Oversubscription admission criteria

When there are more applications for places than there are places available and after the admission of children with an EHCP naming the school, priority will be given in the following order:

1. Looked after children and all previously looked after children.
2. Students who live in the linked area associated with the school, i.e., the parishes of Aynho, Brackley, Croughton, Evenley, Helmdon (including Astwell and Falcutt), Hinton-in-the-

Hedges, Newbottle (including Charlton), Radstone, Silverstone, Syresham (including Crowfield) and Whitfield. Also, the villages of Steane and Halse.

3. Students who will have a brother or sister at Magdalen College School at the time of the admission of the child
4. Students attending the designated contributory primary and junior schools (i.e., Bracken Leas Primary School, Brackley Junior School, Croughton All Saints Church of England Primary School, Helmdon Primary School, Newbottle and Charlton Primary School, The Radstone Primary School, Silverstone Primary School and Syresham St James CE Primary School) and continuing in attendance until the final offer of places is made;
5. Other students.

#### **4.3 Allocation to PAN**

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school.

Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the Local Authority's Geographical Information System (GIS). Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address file and The Valuation Office Agency. The address point for a property does not change.

#### **4.4 Tie-breaker**

In the case where there are multiple applications from the same shared dwelling (e.g flats) or where the distance between two or more children's homes to the school (using the system referred to above) is identical, a computerized random allocation system will be used to decide which child gets priority. Random allocation will be carried out by someone independent of the school.

### **5. Definitions**

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodation by a public authority, a religious organization, or any other provider of care whose sole or main purpose is to benefit society.

#### **Siblings:**

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children

- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

### **Multiple Birth Groups:**

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the applications will be considered together as one application, meaning we will offer places to all children in the group, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining, these too will be considered as one application.

### **Home Address:**

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e., Sunday night – Thursday night inclusive)

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

## **6. Fraudulent or Misleading Applications**

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## **7. Late Applications**

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (01 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's composite prospectus on the WNC website).

## **8. Entry to Year 12**

Pupils attending Magdalen College School in year 11 and meeting the schools' academic requirements for year 12 will be eligible for a place.

The school has an agreed PAN of 20 external (pupils not attending Magdalen College School in year 11) places for entry in year 12. Pupils joining the school for the first time will be subject to the same oversubscription criteria as outlined above (as for Year 7).

Applications for year 12 should be made directly to the school. More information on how and when to apply will be published on the school website and shared during the sixth form open evening.

## **9. Requests for admission outside the normal age group**

Parents/carers may seek a place for their child outside of their normal age group. They must make a formal request in writing (an email is sufficient) directly to the school in the first instance, giving some information

about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether their child has been educated outside of their normal age group at their previous/current school. The school will pass the request to the admission authority who will then consider the request and make a decision on the best year group for the child on the basis of the circumstances of the case and in the best interests of the child concerned.

The admission authority of the school will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child will be admitted to.

Once the year group has been agreed, an application for that year group can be processed.

Parents/Carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred year group.

## **10. Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Admission Authority will:

- i. allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The Admission Authority will not refuse to process an application and will not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- ii. use the address at which the child will live when applying their oversubscription criteria, as long as the parent provides some evidence of their intended address. The Admission Authority will use a Unit or quartering address as the child's home address when considering the application where a parent requests this.
- iii. not reserve blocks of places for these children.

## **11. In-year Admissions**

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

Applications should be submitted online via West Northamptonshire Council's website.

## **12. Waiting Lists**

Waiting lists are held for all year groups by the Local Authority

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared after 31 December and at the end of each subsequent school term. If parents/carers would like their child's name to remain on the waiting list for another school term, they should inform the school admissions team in the appropriate local authority in writing, by 31 December and 31 March to renew their interest. Each added child will require the list to be ranked again in line with the published oversubscription criteria and when a place becomes available it will be allocated to the child at the top of the waiting list. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the fair access protocol will be given priority. A new application will be required for a new academic year.

## **13. Appeals**

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents/carers wishing to appeal should complete the online appeal form on the WNC website.

Please visit [www.westnorthants.gov.uk/school-admissions/appeal-school-place](http://www.westnorthants.gov.uk/school-admissions/appeal-school-place) for more information and to complete the form.